



University of the  
Highlands and Islands  
Oilthigh na Gàidhealtachd  
agus nan Eilean

**Higher Education Discretionary and Childcare Fund**

**And**

**Lone Parents Childcare Grant**

**2011-2012**

**APPLICATION**



## **NOTES FOR COMPLETION AND RETURN**

Please refer to the Information and Guidance Notes at the rear of this form. (You may detach these notes before submitting the application)

Send your completed application to:

**PLEASE USE BLOCK CAPITALS AND BLACK INK**

**Continue any Section on a separate sheet if required**

**Please make sure that the correct postage (Large Letter) is paid if you use  
Royal Mail to submit this form.**

### **REMINDER**

**Full-time students MUST have applied for their full entitlement of eligible funding from SAAS before applying for supplementary funding.**



Do you have a spouse /partner?

Yes

No

If you answered NO to the above, please go to Section 5

If you answered YES please complete this Section

Spouse/Partner's Surname

Spouse/Partner's Forename (s)

Title

Mr  Mrs  Miss  Ms  Other

Spouse/Partner's Occupation

Is he/she in 'Further or Higher Education'?

Yes

No

If you answered YES please complete this Section

Name of College/University  
he/she attends

Course Title

Year of course

1st  2nd  3rd  4th  Taught Post Grad

Do you and/or your spouse/partner have your own, or the care of other, dependant children?

Yes

No

If you answered No to the above, please go to Section 8

If you answered YES please complete this section

Name of child or dependant	Date of Birth	Are they			
		Pre-school age	In Primary/Secondary Education	In Further/Higher Education	Employed

Please give the following details for each child in 'Further or Higher Education'

Name of child or dependant	Name of Further/Higher Education institution attended	Course Title	Year of course (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> etc.)

Continue on a separate sheet if required – please tick box if you have done so

Do you wish to apply for help with Childcare costs?

Yes  No

If you answered NO to the above, please go to Section 8

If you answered YES to the above, please complete this section

Do you wish to apply for the Lone Parents Childcare Grant

Yes  No

If you answered YES to the above, please complete this Section and Section 7

If you answered NO to the above, please go to Section 8

PLEASE NOTE that Childcare costs can only be awarded for formal or registered childcare

1<sup>st</sup> Childcare Provider

Contact Person

Address   
  
 **Postcode**

Contact Telephone Number

Registration Number

Name of Child  **Cost per week**  £

Name of Child  **Cost per week**  £

**Total Cost per week**  £

(IF REQUIRED)

2<sup>nd</sup> Childcare Provider

Contact Person

Address   
  
 **Postcode**

Contact Telephone Number

Registration Number

Name of Child  **Cost per week**  £

Name of Child  **Cost per week**  £

**Total Cost per week**  £

Continue on a separate sheet if required – please tick if you have done so

Please provide details of the registered or formal childcare costs you expect to pay during the period 1<sup>st</sup> August 2011 to 31<sup>st</sup> July 2012. If your course begins in January or April, the 12 month period we need information for will begin on 1<sup>st</sup> January and 1<sup>st</sup> April respectively. The childcare provider you use must be registered with Social Care and Social Work Improvement Scotland (SCSWIS) and must provide their registration number in the box provided. We will not pay for informal childcare, for example, a friend or relative. Please note that we regularly ask childcare providers to confirm that your child/children is/are registered with them. You must advise us immediately if you change childcare provider or of any change in your circumstances that may affect your entitlement to this grant. If we have paid you more than you are entitled to, we will ask you to pay this back. If you make a false claim, we will seek prosecution.

We will take payment you expect to receive from other sources from your childcare costs for the year. If you expect to receive a payment from your local authority for pre-school education, you should tell us how much you expect this to be, even if you are waiting to claim this back from the authority.

Childcare cost for the year (Please enter the total cost of registered or formal childcare that you expect to pay):	£
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Childcare costs you expect to receive from other sources (Please enter the total childcare costs you expect to receive from other sources):	£
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Total Childcare costs (Please enter the total childcare costs for one childcare provider, less what you expect to receive from other sources)	£
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<u>Details of children</u>	<u>Children's Full name</u>	<u>Date of Birth</u>

To be filled in by your childcare provider

I confirm that I have agreed to provide childcare to the named child/children above and I will advise you immediately of any change to this. (Please note that it would be helpful if you could keep a record of when the above child/children are in your care and the cost of this care, as we may ask you for this information some time in future.

Name or Company Name

Address   
  
 **Postcode**

Telephone number

My SCSWIS registration number is

Manager or Proprietor's Name:  **Signature**  **Date**

Please use Bank Statements, Payslips and Award Letters to give a full account of your income, as any award will be based on the information submitted.

**INSTITUTION  
USE ONLY**

**Student Loan**

	<b>Award Amount</b>	<b>Monthly</b>
Yours	£ <input type="text"/>	or £ <input type="text"/>
Did you apply for the maximum entitlement	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Your Spouse/Partner	£ <input type="text"/>	or £ <input type="text"/>
Did they apply for the maximum entitlement	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Dependants or other family member in household	£ <input type="text"/>	or £ <input type="text"/>
Did they apply for the maximum entitlement	Yes <input type="checkbox"/> No <input type="checkbox"/>	

**SAAS Grant/Allowances** (please see [www.saas.gov.uk](http://www.saas.gov.uk) for more information on SAAS Grants)

Young Student Bursary/Independent Student's Bursary	£ <input type="text"/>	or	£ <input type="text"/>
Your Spouse/Partner's	£ <input type="text"/>	or	£ <input type="text"/>
Dependants or other family member in household	£ <input type="text"/>	or	£ <input type="text"/>
Care Leavers Grant	£ <input type="text"/>	or	£ <input type="text"/>

**Full Time/Part Time Employment Income**

Yours	£ <input type="text"/>
Your Spouse/Partner	£ <input type="text"/>
Other household member(s)	£ <input type="text"/>

**Household Income** (partner, spouse, parents, dependants)

Maintenance & Child Support Payments	£ <input type="text"/>
Pension – State/Works/Widow(ers)	£ <input type="text"/>
Job Seekers Allowance	£ <input type="text"/>
Sickness Benefit/Statutory Sick Pay	£ <input type="text"/>
Incapacity Benefit/Employment and Support Allowance	£ <input type="text"/>
Income Support	£ <input type="text"/>
Working Tax Credit	£ <input type="text"/>
Child Tax Credit	£ <input type="text"/>
Child Benefit	£ <input type="text"/>
Pension Credit	£ <input type="text"/>
Carers Allowance	£ <input type="text"/>

**Any Other Income** (eg. from lets and rentals)

Please state:	£ <input type="text"/>
Please state:	£ <input type="text"/>
<b>TOTAL</b>	£ <input type="text"/>

Continue on a separate sheet if necessary  
Please tick if you have done so



Source:  £

Source:  £

Source:  £

Are you applying for Discretionary Fund  Childcare Fund

Please use the space below to describe what financial difficulties you are facing, what action you have taken/will take to budget your student income and what particular expenses you feel you need financial assistance with.

**Name and Address  
of Bank/Building  
Society**

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<b>Postcode</b> <input type="text"/>

**Name on the  
Account**

Sort Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Building Society  
Roll/Reference  
Number**

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UHI is legally obliged to disclose information about your award to Government Agencies for the avoidance of fraud. However, once you reach the age of 16, we need your permission to discuss your award and payment of the award

with someone other than you or a Government Agency.

I agree to information about my award and its payment being disclosed to my parent(s)/guardian(s)/spouse/partner? (please delete as appropriate and tick)

**Yes**

**No**

If there is anyone else who is not your parent(s)/guardian(s)/spouse/partner named in this application who you would like to be able to discuss your award and its payments with you in your absence, please give their name below.

Name

Signature of Applicant

**Date**

PLEASE NOTE

that if you want to change whether you do or do not want your information disclosed, you must notify the Student Services Section immediately in writing.

I declare that, to the best of my knowledge, all the information given in this form is true.

I understand that if I give false information, or withhold relevant information, my application may be cancelled and, if

necessary, action will be taken against me to recover any money paid to me.

I understand that I am liable for any outstanding amounts due to third parties which are not covered by any award made to me.

I understand that I may be required to provide documentary evidence of all my income and expenditure while attending the institution. I agree to refund on demand any overpayment made due to

- The institution's mis-calculation
- Re-assessment of my eligibility to an award
- Re-assessment of my entitlement due to changes in my circumstances
- Unsatisfactory personal conduct, progress and/or attendance
- Leaving my course early
- Non-compliance with the institution's policies

I undertake to inform the institution of any changes in mine or my family's financial circumstances that may affect my award.

I understand that the institution reserves the right to re-assess my entitlement to support.

**PLEASE NOTE**

- All information in this form will be treated as strictly confidential by all persons through whose hands it may pass.
- The institution is under a duty to protect the public funds it administers and to this end may use the information provided on this form for the prevention and detection of fraud.
- Additionally, where funds are payable for third party services, such as rent or childcare, whether paid directly to the third party or not, the Institution may need to discuss with that third party, only information relevant to your eligibility for continued payment of the award.
- The institution is registered under the 1998 Data Protection Act. Under 'the Act' the information I this form will be stored on a computer system for the purposes of assessment and payment.

Photocopies of the following documents **MUST** be submitted to support your application:

- |  |                          |
|--|--------------------------|
| SAAS Award Letter and Student Loan Payment Schedule                        | <input type="checkbox"/> |
| Council Tax Letter/Book  | <input type="checkbox"/> |
| Mortgage Statement/Tenancy/Lease Agreement (showing your name and address) | <input type="checkbox"/> |
| Childcare details/contract (where applicable)                              | <input type="checkbox"/> |
| Tax Credit Award Notice (where applicable) (ALL PAGES)                     | <input type="checkbox"/> |
| Loans and Credit Card Statement(s)   | <input type="checkbox"/> |
| Estimate of materials (for part-time course only)                          | <input type="checkbox"/> |
| Timetable (for part-time course only)                                      | <input type="checkbox"/> |
| Two recent and consecutive months bank statements                          | <input type="checkbox"/> |
| Three months payslips for you and spouse/partner (where applicable)        | <input type="checkbox"/> |
| Proof of lone parent status if apply for Lone Parents Childcare Grant      | <input type="checkbox"/> |

- Additionally
- |   |                          |
|---|--------------------------|
| Have you signed and dated the form?       | <input type="checkbox"/> |
| Answered all questions applicable to you? | <input type="checkbox"/> |

Signature of Applicant

Date

## Information and Guidance Notes

### 1. What is the Higher Education Discretionary Fund?

If you are a full time or part time student the Higher Education Discretionary Fund is intended to provide grant support to enable you to attend a course where you would not have been able to because of financial difficulties. The funds are paid in addition to any other forms of student support and you are expected to take reasonable steps to maximise your income and minimise your expenditure while undertaking your course. Assistance for part time is limited to help with course related costs (including childcare costs).

### 2. What is the Higher Education Childcare Fund?

If you are a **full time** student, the Higher Education Childcare Fund is intended to help with the cost of childcare while you attend a course where these costs have/will result in financial difficulties. The funds are paid in addition to any other forms of student support and you are expected to take reasonable steps to maximise your income and minimise your expenditure while undertaking your course. If you are a **part time** student or a **Taught Post Graduate** student, assistance for childcare costs will be considered from the Higher Education Discretionary Fund.

### 3. What is the Lone Parent Childcare Grant?

If you are a full time student and a lone parent you are eligible to apply for a payment of up to a maximum of £1,215 per year from the Childcare Funds to assist with formal childcare costs. To be eligible you must have taken out your full entitlement of all other available support e.g. student loan, bursaries and Lone Parents Grant.

### 4. What kind of information will I be asked to provide?

You must complete all sections of the form that apply to you. The information is necessary for your application to be processed. Your award will be decided on the information you include in the application. For this reason you should complete the income and expenditure section with care, making sure you include all items after making reasonable reductions in your expenditure to reflect your student status. You are required to enclose photocopies of documentary evidence of income and expenditure with your application. If you are a lone parent applying for the Lone Parents Childcare Grant you will be required to provide proof of your lone parent status. Failure to submit documentary evidence may result in a delay in processing your application.

### 5. What courses are eligible?

You must be studying a Higher Education (HE) course such as an HNC, HND, Degree or Taught Post Graduate and meet the SAAS residency requirements for a Student Loan. Higher Education Discretionary Funds are available for full or part time study. Higher Education Childcare Funds are available for full time study only. Childcare costs for part time HE students can be met by the Higher Education Discretionary Fund provided the childcare is formal or through a registered childcare provider.

### 6. What if I have studied before?

You can apply for these funds even if you have studied before. You need to complete an application for each year of the course.

### 7. When should I apply?

You should apply as soon as possible. Application forms are available from July from the partner institute where you will be attending. The Higher Education Childcare Fund and Higher Education Discretionary Fund are limited funds and applications will be processed in date order of receipt of an application.

### 8. How long will the support last?

Support may be for your full period of study or for a specific period of hardship.

**9. How will I be assessed/how much will I receive?**

Applications are assessed according to your individual circumstances. An award will take into account your and your household's income and expenditure and the support that they can give you while you study. So there is no set amount awarded for particular circumstances. You will be sent an award letter giving details of your award and what the money has been awarded for.

**10. Will an award affect my benefits?**

Few Higher Education students get benefits, but if you do, an award for childcare and associated travel costs should not affect any benefits as it is purely for the cost of your childcare. An award from Higher Education Discretionary Funds for accommodation etc. may affect the benefits you get. It is your responsibility to declare receipt of these funds to any Agency providing you with financial assistance/benefits. The award letter we send you gives details of your award and what the money has been awarded for. This letter will help the Benefits Agency determine if the funds will affect what you get from them.

**11. How will the information be processed?**

All information supplied will be treated confidentially and only used for the processing and administration of the student funds. The information will be stored under the terms of the 1998 Data Protection Act on computer and paper systems at the institution.

**12. How will I know if I am going to get an award?**

All correspondence regarding your application and award will be by post.

**13. How will I be paid?**

Details of your payments will be notified to you in your letter of award.

**14. What are my responsibilities?**

It is your responsibility to contact the partner institution and report changes in circumstances that might change your entitlement to support from these funds. You are liable to repay any amounts received to which you are not entitled because of:

- incorrect/incomplete information on the application form.
- failure to notify the institution of changes to circumstances. The institution may conduct a sample check of applications to ensure that claimed expenditure is actually being incurred. You may be required to provide proof of actual expenditure later in the year.

**15. Where do I send the form back to?**

Completed application forms along with photocopies of supporting documentation of Income and Expenditure should be returned to the address on the inside front cover of this form.

**16. Can I appeal?**

If you are not satisfied with the outcome of your application, you have the right to request a review of your application, if you are still not satisfied then you can appeal against the decision. Information on how to request a review/appeal against the decision will be given in your decision letter.

**17. How can I find out more?**

The partner institution you are attending will offer a range of information, guidance and support services where specialist staff will deal with your enquiry. They also have copies of the relevant funding policies that are available on request. If you have any questions on funding or would like to meet to discuss your entitlement, or would like help completing the application form, the contact details for your institution are on the inside front cover of this form.

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