**Student Money Support Funds** are funds for students' who are in, or may be facing, financial difficulties. The information below details how to apply and how to identify the funds you are eligible to apply to.

Here’s what you need to do to apply:

1. Read page 2 & 3 of the form & identify the fund/s you are eligible to apply to.

2. Read page 7 & 9 to identify what evidence is needed. Then gather the documents & **SCAN** or **PHOTOCOPY** them.

3. Complete the form. Make sure you fill in **ALL** income AND expenditure boxes.

4. Email complete application with scanned documents to ask@stir.ac.uk **OR** document uploader **OR** post in red letterbox in Student Services Hub at 2A1 Cottrell

5. We **CAN'T** assess incomplete applications

6. If you need **HELP**, or have any questions, either email us at ask@stir.ac.uk, phone us on 01786 466022 or make an appointment with the Student Adviser (Money).
A 'complete application' includes a fully completed form AND all required paperwork. APPLICATION CLOSING DATES:

Discretionary & Childcare Fund: Friday, 26 April 2019
Student Assistance Fund: Nursing students - first Friday in June, Access students - end of April, Others - one month before course end date.
Nursing & Midwifery Discretionary Fund: 6 weeks before course end date
University Accommodation Enhancement Fund: Friday, 26 April 2019

PLEASE NOTE ALL FUNDS ARE LIMITED AND MAY RUN OUT BEFORE THE CLOSING DATE

For Highlands and Islands and Western Isles campus students

Submit your complete application with evidence to Sheila McAulay, Student Adviser, University of the Highlands and Islands, Room W/002, Centre for Health Science, Old Perth Road, Inverness IV2 3JH. Tel: 01463 279802.

Email: sheila.mcaulay@uhi.ac.uk. Sheila is normally on campus on Tuesday, Wednesday and Thursday mornings only.
YOU CAN APPLY:

FOR A DISCRETIONARY FUND GRANT IF:

• you have applied for all funding available to you from the funding authorities of Scotland, England, Wales or Northern Ireland and
• have taken out full entitlement (loan/grant/bursary) to include, where relevant, parents, spouse or partner being assessed and
• you are enrolled on a full-time or part-time undergraduate or postgraduate course OR
• where there is no funding available (e.g. non-funded postgraduate courses/study), you are classed as a home student (see http://www.stir.ac.uk/student-support/money-support/) and
• you are enrolled on a full-time or part-time undergraduate or postgraduate course

PLEASE NOTE THAT NURSING STUDENTS ARE NOT ELIGIBLE TO APPLY TO THIS FUND

FOR A CHILDCARE FUND GRANT IF:

• you are a full-time undergraduate on an eligible taught postgraduate course or TQFE student and
• you are eligible for full tuition fee support (including postgraduate loan for taught postgraduate students) from SAAS and
• you have taken out full entitlement of all support available to you (loan/grant/bursary) and
• you have formal, registered childcare in Scotland

PLEASE NOTE THAT NURSING STUDENTS ARE NOT ELIGIBLE TO APPLY TO THIS FUND

If you are not eligible for childcare e.g. your childcare is informal or you are a part-time or research postgraduate student, give details in Personal Circumstances (page 5), write cost on page 9 under 'ANY OTHER REGULAR PAYMENTS' and provide evidence.

FOR A LONE PARENT CHILDCARE FUND GRANT IF:

• you have claimed and taken out full entitlement of all support available to you from SAAS including any Lone Parent Grant
• you are a full-time undergraduate, TQFE or eligible taught postgraduate student
• you have formal, registered childcare in Scotland
• you have claimed all childcare entitlement, including free nursery places
• you have claimed Child Tax Credits

If you only want to apply for the Lone Parent Childcare Grant, please complete pages 4, 10, 11, 13 and 14 (15 & 16 if applicable) only.

PLEASE NOTE THAT NURSING STUDENTS ARE NOT ELIGIBLE TO APPLY TO THIS FUND

FOR A STUDENT ASSISTANCE FUND GRANT IF:

• you are a fully enrolled nursing student and have taken out full funding available to you or
➢ you are enrolled on the University’s Access to Degree Studies programme or
• you are not eligible to apply for a student loan or grant, or to the Discretionary or Childcare fund.

Priority is given to students who find themselves in unforeseen circumstances.
FOR A NURSING AND MIDWIFERY DISCRETIONARY FUND GRANT IF:

- you are enrolled on a full-time or part-time undergraduate pre-registration Nursing or Midwifery course; and
- you are in receipt of the SAAS Nursing Bursary or taken out full entitlement of all available student maintenance support.

Priority will be given to students who:

- have at least one dependent child;
- are lone parents (lone parents should also have claimed the Single Parents Allowance from SAAS and have claimed Child Tax Credits or the Childcare element of Universal Credit);
- are care experienced; or who have caring responsibilities.

FOR A UNIVERSITY ACCOMMODATION ENHANCEMENT FUND GRANT IF:

• You are fully enrolled on a FULL TIME course at the University of Stirling;
• You have applied for the lowest priced accommodation within University of Stirling Accommodation Services which is suitable for you and you have a signed tenancy agreement with Accommodation Services (if you are already living in accommodation at time of application).
• If you find yourself in an unforeseen circumstance you may still be eligible to apply.

PLEASE PLACE A TICK NEXT TO EVERY FUND YOU WISH TO APPLY TO

APPLY BY EMAIL OR HAND IN

Email the form from your University email address together with required scanned or photocopied evidence to ask@stir.ac.uk OR, upload your application form and the required evidence through the document uploader OR, if you would like an Assistant Adviser (Money) to check your application and evidence before you submit, phone 01786 466022 or call into Student Services Hub, 2A1 Cottrell to make an appointment.

We aim to assess all applications within 8 weeks.

IF YOU DON’T PROVIDE ALL THE DOCUMENTS WE NEED WE CANNOT ASSESS YOUR APPLICATION AND NO AWARD CAN BE GIVEN. If you are not sure about anything, please make an appointment to speak to an adviser. After we have assessed your application it may take 2 – 3 weeks before any award is deposited in your bank account.
Name…………………………………………..Student ID Number………………………………………………

Address  (term time).................................................................................................................................
......................................................................................................................................................Post Code...........................................

Address (outwith term time).....................................................................................................................
......................................................................................................................................................Post Code...........................................

Mobile number....................................................................................................................................

Payment Details

Provide details of the bank account you want any award to be paid into and submit a copy of your most recent bank statement to cover at least 2 months showing the account number and sort code.

Account Holder ........................................... Name of Bank.................................................................

Sort Code_________________________ Account Number________________________

Course Details

Do you attend your degree course at Forth Valley College? Yes ☐ No ☐

Where does your funding come from? (Please tick)

Scotland (SAAS) ☐

England (Student Finance England) ☐

Wales (Student Finance Wales) ☐

Northern Ireland (Student Finance Northern Ireland) ☐

Other funding:

Scottish Social Services Council (SSSC) ☐

Student Universal Support Ireland (SUSI) ☐

Other Scholarship/Funding/Self

Have you applied for your full funding entitlement based on household income, i.e. from SAAS/Student Finance England/Wales/NI? (Please tick): Yes ☐ No ☐ Not Applicable ☐

If you are not in receipt of the full funding package e.g. £7625 from SAAS, please tell us why:

Not entitled due to household income ☐

Did not want to take out maximum loan ☐

Waiting for final awards letter ☐
Personal Circumstances

Please let us know about your present personal circumstances and the reasons for your application. This can be typed and attached to the form if you prefer. You can also speak to an adviser in person.

Include details of:
- any unexpected personal or family circumstances
- any situation of financial crisis
- pregnancy/babies up to 1 year
- personal or family health, mental health issues or disability

If you have a car tell us why your car is essential

If you do not receive any funding please tell us why and the arrangements you have put in place to support yourself and any dependents e.g. overdraft facility, support from family, savings.

(continue on a separate sheet if required)
Do you have a partner? (By partner we mean people who live together as if they are husband and wife or civil partners)?
Yes [ ] No [ ]

Is your partner a student? Yes [ ] No [ ]

How many children do you have? ............. Ages of any children dependent on you: ...............................

How many dependent children live in your household: ..............................................................................

Please detail any other caring responsibilities: ................................................................................................

Do you have experience of care? This includes foster care, foyer etc.  Yes [ ] No [ ]

Are you emotionally and/or financially estranged from your family?  Yes [ ] No [ ]

*If yes, please provide details on page 5, and if assessed as an estranged student by your funding body, please provide a letter of confirmation.*

**INCOME**

Provide details of you and your partner’s household income during this academic year. It is essential that **PHOTOCOPIES are provided for all items requested in the ‘THIS IS WHAT WE NEED’ column.**

<table>
<thead>
<tr>
<th>THIS IS WHAT WE NEED</th>
<th>Amount Per Academic Year</th>
<th>Official Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Loan</td>
<td>SAAS award letter or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Finance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>England, Wales or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N.I. financial</td>
<td></td>
</tr>
<tr>
<td></td>
<td>notification or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>award letter and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>STUDENT LOAN COMPANY</td>
<td></td>
</tr>
<tr>
<td></td>
<td>payment schedule</td>
<td></td>
</tr>
<tr>
<td>Other bursary/grant/scholarship</td>
<td>Relevant evidence</td>
<td></td>
</tr>
<tr>
<td>Other loan/funding body (e.g. Career Development Loan)</td>
<td>CDL agreement</td>
<td></td>
</tr>
<tr>
<td>Postgraduate Tuition Fees &amp; Living Cost Loans (SAAS/SFE)</td>
<td>SAAS award letter</td>
<td></td>
</tr>
<tr>
<td>Lone Parent Grant</td>
<td>SAAS award letter</td>
<td></td>
</tr>
<tr>
<td>Money from family, e.g. parents, grandparents</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Amount Per Month</td>
<td></td>
</tr>
<tr>
<td>Wages (self) during the academic year</td>
<td>2 recent wage slips</td>
<td></td>
</tr>
<tr>
<td>Wages (partner) during the academic year</td>
<td>2 recent wage slips</td>
<td></td>
</tr>
<tr>
<td>Working Tax Credit</td>
<td>working/child tax credit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>award letter (all pages)</td>
<td></td>
</tr>
<tr>
<td>Child Tax Credit</td>
<td>Bank statement or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C.B. payment letter</td>
<td></td>
</tr>
<tr>
<td>Child Benefit</td>
<td>Bank statement or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>other</td>
<td></td>
</tr>
<tr>
<td>Child maintenance/support Agency payments (you/your</td>
<td>Bank statement or</td>
<td></td>
</tr>
<tr>
<td>partner receives)</td>
<td>other</td>
<td></td>
</tr>
<tr>
<td>Universal Credit</td>
<td>Last 3 months’ award</td>
<td></td>
</tr>
<tr>
<td></td>
<td>letters</td>
<td></td>
</tr>
<tr>
<td>Housing Benefit</td>
<td>Relevant evidence</td>
<td></td>
</tr>
</tbody>
</table>
INCOME Continued

<table>
<thead>
<tr>
<th>THIS IS WHAT WE NEED</th>
<th>Amount Per Academic Year</th>
<th>Official Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other state benefits (you/your partner receives)</td>
<td>Relevant evidence</td>
<td></td>
</tr>
<tr>
<td>Other payments received/income from e.g. rent/lettings – write details here or on page 5:</td>
<td>Relevant evidence</td>
<td></td>
</tr>
<tr>
<td>Please state and explain any other payments going into your bank account – write details here or on page 5:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If you do not receive funding please tell us why and the funding arrangements you put in place (e.g. savings, money from parents) to support yourself and any dependants – write details on page 5:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Answer **EACH QUESTION** by ticking the boxes, either Yes or N/A (not applicable).

**I am submitting copies of:**

Please note that we cannot accept bank statements in Excel format or screenshots from a mobile banking apps. **Only PDF or photocopied/scanned versions of hard statements will be accepted.**

<table>
<thead>
<tr>
<th>SAAS (Scotland) awards notice for relevant academic year</th>
<th>Yes</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Finance England/Wales/Northern Ireland awards notification letter (all pages)</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Any other bursary/scholarship award letter (e.g. The Robertson Trust, RUK Travel Scholarship, Merit Scholarship etc.) (all pages)</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>evidence of funding from a funding council or other organisation</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>my Student Loans Company payment schedule</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>two recent wage slips for self</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>two recent wage slips for my partner</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>my/my partner’s Working Tax Credit/Child Tax Credit award letter (all pages)</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>my/my partner’s Universal Credit award letter (last 3 monthly award notes and the original/first award letter that shows the full breakdown of the claim)</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>evidence of Child Benefit I/my partner receive e.g. bank statement</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>evidence of Child Maintenance Payments I/my partner receive</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>evidence of all other benefits including Universal Credit, Income Support and Housing Benefit Payments I/my partner receive</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>evidence of all other monies/payments I or my partner receive e.g. loans from friends, rent from flat mates etc. (please detail on page 5)</td>
<td>Yes</td>
<td>N/A</td>
</tr>
</tbody>
</table>

At least 2 months’ consecutive bank statements (preferably the last 8 weeks transactions dated from the day before application submission) for every account (including ISAs and savings even if empty) held by yourself & partner.

All statements must show the account holders name, address, sort code and account number. In some cases, you may be asked to provide more than 2 months’ worth of statements. If required, you will be asked during the assessment process.
**EXPENDITURE**

We will automatically calculate figures for food/personal items, clothing, TV licence and study costs for your household. **TELL US ABOUT ALL YOU AND YOUR PARTNER’S OTHER EXPENDITURE during this academic year.** You must give us all the necessary photocopied evidence. **Only the expenditure amounts you write on the form will be taken into account.** If you are living in accommodation with other people (not partner/family), please only provide the figure of your share of household bills.

<table>
<thead>
<tr>
<th>THIS IS WHAT WE NEED</th>
<th>Amount Per Month</th>
<th>Official Use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent/Mortgage</td>
<td>Copy of rent invoice/tenancy/loan agreement</td>
<td></td>
</tr>
<tr>
<td>Gas/electricity etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone (incl. internet &amp; TV package if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Council Tax</td>
<td>Copy of Council Tax statement/letter</td>
<td></td>
</tr>
<tr>
<td>Travel to and from University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel to Placement</td>
<td>Only include costs not covered by department or SAAS</td>
<td></td>
</tr>
<tr>
<td>Cost per week:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How many weeks:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your travel costs to work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your partner’s travel costs to work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel costs for visits home</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other travel costs (e.g. food shopping travel costs, children’s activities travel cost etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Fees (if self-funded or in receipt of SAAS Postgraduate Tuition Fee Loan)</td>
<td>Copy of Invoice</td>
<td></td>
</tr>
<tr>
<td>Health care/glasses/dental costs/special diets - itemise and list each cost separately</td>
<td>Write details here or on page 5:</td>
<td></td>
</tr>
<tr>
<td>Children’s Activities - itemise and list each cost separately</td>
<td>Write details here or on page 5:</td>
<td></td>
</tr>
<tr>
<td>Gym Membership</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurances e.g. home, building, pet – itemise and list each cost separately</td>
<td>Write details here or on page 5 &amp; provide evidence.</td>
<td></td>
</tr>
</tbody>
</table>
## EXPENDITURE continued

<table>
<thead>
<tr>
<th>Item</th>
<th>Evidence Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANY OTHER REGULAR PAYMENTS e.g. debt, credit cards, informal childcare, loans, car finance etc. - write details here - <em>itemise and list each cost separately</em></td>
<td>Provide evidence (most recent credit card/catalogue statement that shows the minimum payment &amp; balance on the account, full loan/finance agreement)</td>
</tr>
<tr>
<td>Additional course costs e.g. fieldwork, study tours, equipment, sports related costs – <em>itemise and list each cost separately</em></td>
<td>Provide evidence</td>
</tr>
<tr>
<td>Additional costs e.g. laundrette, societies - write details here - <em>itemise and list each cost separately</em></td>
<td></td>
</tr>
</tbody>
</table>

**Answer EACH QUESTION** by ticking the boxes, either Yes or N/A (not applicable).

*I am submitting photocopies of:*

<table>
<thead>
<tr>
<th>Document Description</th>
<th>Yes</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>bank statements covering the previous two months, for <strong>ALL my bank accounts held</strong> (see page 7 for more information on bank statements)</td>
<td>Yes - essential</td>
<td></td>
</tr>
<tr>
<td>my partner’s bank statements covering the previous two months, for <strong>ALL his/her bank accounts held</strong> (see page 7 for more information on bank statements)</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>tenancy/lender agreement</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>my council tax statement/letter</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>my tuition fees invoice (applies only to self-funded students)</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>my/my partner’s recent credit card(s) statements showing minimum payments</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>my/my partner’s recent debt letters/statements showing monthly payments and amount outstanding (including store cards)</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>completed and signed childcare form on Page 13 &amp; 14 (15 &amp; 16)</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>proof of all insurance</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Any other documents, please detail:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IMPORTANT!**

*IF YOU DON’T PROVIDE ALL THE SCANNED OR PHOTOCOPIED DOCUMENTS NEEDED (SHOWN ON PAGES 6, 7, 8 & 9) YOUR APPLICATION CANNOT BE ASSESSED AND YOU WILL NOT RECEIVE A GRANT.*

9
Your priorities

For our statistics, please tick one box to indicate the costs you find it most difficult to meet. If you are only applying for childcare costs, please tick childcare. This will not affect your application.

General living expenses ☐  Travel ☐  Childcare ☐

Declaration

• I have read the form and have provided the required scanned/photocopied paperwork
• I am a fully registered student for session 2018/19
• The information given on this form is true and accurate
• I accept that I am liable to disciplinary proceedings under Ordinance 2 ([https://www.stir.ac.uk/media/stirling/services/academic-registry/calendar/2-ordinances-code-of.Student-discipline.pdf](https://www.stir.ac.uk/media/stirling/services/academic-registry/calendar/2-ordinances-code-of.student-discipline.pdf)) for any false statements I make or any false documents I submit
• I will inform the Student Money Support team, in writing, immediately of any changes to the information given
• I am receiving the maximum funding available to me from my funding body (if applicable)

Privacy Statement

Why do we collect this information?

We collect this information in order to be able to make an assessment of a student’s application based on guidance we receive from Student Awards Agency for Scotland (SAAS) and the Scottish Government Health Directorate each academic year.

Who might we share information with?

Student Support Services staff are committed to protecting and respecting a student’s confidentiality and privacy. Our staff will not pass on personal information about students, except in the following circumstances:

• Where the member of staff has the consent of the student to disclose the information (e.g. to GP, another staff member(s), or to a body such as Student Awards Agency for Scotland, Scottish Government Health Directorate or external auditors instructed by the University of Stirling or SAAS);
• Where the member of staff or the University would be liable to civil or criminal court procedure if the information was not disclosed;
• Where the member of staff believes the student or a third party is in danger/at risk of harm and it is in their vital interest to extend confidentiality;
• Where there is a legal requirement to disclose information;
• Where the information is required by the police for the prevention or detection or crime or the apprehension or prosecution of an offender and not providing the information would prejudice the investigation;
• Where it is necessary to share this information with colleagues within the University of Stirling on a need to know basis to help them provide robust and appropriate support to the student or third parties. This might include, for example, senior staff in the Accommodation Services team or a Personal Tutor.

Wherever possible, we will seek the consent of students to share information and we will encourage students to disclose information to relevant third parties where appropriate. However, if there is no indication that a student has disclosed information to the third party, or is likely to disclose, and if the risk of harm is sufficiently acute, we may pass on the information directly to relevant staff or to external parties, such as the student’s GP.

What do we do with a student’s information?

The Student Money Support team will use your information to inform a decision regarding an award from one of the funds listed at the beginning of this form. Student Support Services collects data on, for example, how many students access our services and how satisfied students are with the support they receive. Student information may at times be used for statistical monitoring purposes, but no students will be identifiable from reports produced using that data.

How do we store information?

In addition to this form, any information you provide during meetings with Student Support Services staff (including the Student Hub team), or as part of registration, pre-assessment or initial identification of needs forms will be held securely within case management systems operated by the Student Support Services team.
A basic record of engagement with each of our support services is stored on the University’s student information system. Access to the record of engagement is carefully controlled, and is restricted to staff who may reasonably need to know this information in order to provide support to students.

**How long do we keep hold of a student’s information?**

Student Support Advisers and Student Hub team will retain information and case notes for a student for one year after a student either leaves or graduates from the University of Stirling. Information will then be destroyed confidentially.

**Information Rights**

In accordance with the Data Protection Act 1998 and the EU General Data Protection Regulations, individuals have certain rights regarding the use of their information, including but not limited to the following:

**Right to withdraw consent**

A student has the right to withhold or withdraw consent for us to record, store and use their information.

If a student is not content for us to use or share their information, it may not be possible to provide them with some forms of support e.g. that which could be provided by staff out with Student Support Services, such as academic adjustments. The reasons for this will be explained to the student, and other support options e.g. support from external organisations, where appropriate, will be explored.

**Right to access information**

Students have a right of access to notes kept on them by making a **Subject Access Request**.

If codes or technical terms are used in the notes, these will be explained to the student when the information is provided.

If the notes contain references to other individuals, such as the student’s GP or psychiatrist, where possible consent will be sought from the relevant practitioner before the correspondence is disclosed. Where consent is not obtained, we will endeavour to remove ("redact") references to other individuals. In limited circumstances, it may not be possible to provide information whilst still maintaining the confidentiality of other individuals concerned and in these circumstances the information that can be provided may be restricted.

Details of case notes containing personal information are exempt from disclosure to third parties under Freedom of Information legislation.

**Right to rectification**

If students are aware that the information we collect or hold about them is inaccurate, they have the right to request that this information is rectified. Students can do this by contacting us at **ask@stir.ac.uk** or by calling the Student Services Hub on 01786 466022.

**Rights to erasure and to restrict processing**

In certain circumstances, students have the right to request that the information we record be erased, or be restricted. For more information, students can contact University of Stirling’s Data Protection team (**data.protection@stir.ac.uk**).

Our full privacy statement can be viewed here: [https://www.stir.ac.uk/internal-students/student-support/confidentiality-and-data-sharing/](https://www.stir.ac.uk/internal-students/student-support/confidentiality-and-data-sharing/)

I have read and understood the Privacy Statement above, and confirm:

Yes I grant consent for Student Support Services University of Stirling to collect, use and retain my information as specified in the Privacy Statement above

No I do not grant consent for Student Support Services University of Stirling to collect, use and retain my information as specified in the Privacy Statement above

Signed: ............................................................................. Date: ........................................................................
Q. How long does it take to process my application?
A. After you have submitted your form with all the necessary documents, we aim to assess your application within 8 weeks. We will notify you of our decision by email. While your application is in process, please check your University email regularly.

Q. What can I do if I want to appeal the decision?
A. You can appeal any decision by sending an email, from your University email account and including your student ID number, to the Head of Student Guidance and Wellbeing (ask@stir.ac.uk) with details of your grounds for appeal. 

There is a separate Complaints procedure if you want to make a complaint about the service you receive. Information is on our website at https://www.stir.ac.uk/internal-students/student-support/money-support/discretionary-and-assistance-funds/

Q. How will I be paid?
A. Finance Department pays the money to the bank account you gave us (page 4). This can take up to 21 days, but is usually quicker, and will reach your account on a Wednesday. Depending on when we receive your application you will be paid in two instalments which will be equally spread through the course of the academic year (for example if you apply in January you will only receive one instalment).

Q. How many times can I apply?
A. You can apply once each academic year. If your circumstances change, you can send us a detailed letter or email (ask@stir.ac.uk), asking us to review your application.

Q. Why is there nowhere on the Student Money Support Funds application form for me to note how much I spend on food, personal items and clothing?
A. We add a standard amount of £60 per week to the calculation for each student's living expenses (and for each member of their family where appropriate). If there is specific additional outlay e.g. medical reasons why higher costs are necessary, you should note this in your personal statement on page 5.

Q. My mobile phone bill/gas bill/rent etc. is high, will this be taken into consideration?
A. Many standard outgoings are 'capped' (this means that only up to a maximum amount is allowed). If you have high requirements tell us why on the form and they may be taken into account.

Q. Will a statement from the ATM do for my bank statement?
A. No, we need statements for the last two months at least, the mini statement is too short. If you have online banking, you can usually print a statement to cover the last two months. **We cannot accept bank statements in Excel format or screenshots from a mobile banking app.** A printout of your direct debits and standing orders would be useful too. If you can't supply this, please make an appointment to speak to an Assistant Adviser or Student Adviser (call 01786 466022 or email ask@stir.ac.uk).

Q. I need a small amount of money urgently – what can I do?
A. Make an appointment to speak to the Student Adviser for Money Support to discuss taking out a short term emergency loan from us at 0% interest. If you then get a grant, we can deduct the loan from it.

Q. Help! I’m not sure what I need. I would like someone to check my application and explain a few things.
A. Easy! Make an appointment to speak to the Student Adviser for Money Support by calling 01786 466022 or emailing ask@stir.ac.uk.
Section 1 – Lone Parent Childcare Grant

Complete this page and pages 4, 10 & 13 (14 & 15) if you are only applying for the non-income assessed Lone Parent Childcare grant (maximum £1215 for full academic year) and you are not applying for a childcare or discretionary grant.

I have provided a copy of:

- my SAAS letter of award and
- my most recent child tax credit award letter (all pages) or last the three months Universal Credit award note that shows your childcare element award.
- Last 2 months’ bank statements for the account you have registered through your portal page. Bank statements must show the sort code and account number
- pages 4, 10, 11 & 14 (15 & 16) completed
- invoice from childcare provider or email from childcare provider’s business email address (please note that we cannot accept compliment slips as evidence of your childcare costs)

Section 2 All Students Applying for Childcare

Declaration

Applicant’s (student) declaration and signature
Please read the declaration and sign and date it below.
I will notify the University if the child is withdrawn from childcare or there is a change in hours provided. I understand that failure to do so will result in any childcare award being withdrawn and repayable.

Name (Block Capitals)..............................................................................................................................................

Signed (student)........................................................................................................................................................

Student Registration No........................................Date..........................................................

Remember to complete page 14 - 16 as applicable (separate page for each child) and sign the Declaration on page 11

Provide details of the registered or formal childcare costs you expect to pay from 10 September 2018 to 13 January 2019. The childcare provider you use must be registered with the Care Inspectorate in Scotland and must provide their registration number. If your course begins in January 2019 please let us know and we will send you the appropriate form.

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 your 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 and you will be liable to disciplinary proceedings under Ordinance 2 (https://www.stir.ac.uk/about/faculties-and-services/academic-registry/regulations/university-calendar/ordinances/).
Section 3 (please submit a separate page for each child)

Name of child ................................................................. Date of birth.................................

Name of parent/guardian..............................................................

<table>
<thead>
<tr>
<th>Day</th>
<th>Number of am hours*</th>
<th>Number of pm hours*</th>
<th>Total cost per day</th>
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*Do not include hours funded through free pre-school education for 3-4 year olds

How many weeks childcare needed during 10 September 2018 - 13 January 2019? ..................................................

Other costs: e.g. trips, extra days e.g. in-service etc. £ .................................................................

(show costs and specify – do not include food)

Total childcare costs you expect to receive from other sources e.g. Universal Credit/Working Tax Credit Childcare element, childcare vouchers £ .................................................................

Total childcare costs you are claiming from us £ .................................................................

Travel costs to and from your childcare provider per week £ .................................................................

Section 4 – To be filled in by your childcare provider

I confirm that I have agreed to provide childcare, shown in section 3, to the named child (please note in January we will ask for confirmation of actual cost for 10 September 2018 - 13 January 2019).

Name, address telephone number and email of registered (or approved) childcare provider:
Name or Company Name .........................................................................................................................
Address ...................................................................................................................................................
............................................................................................Post code ...................................................................................
Telephone number .................................................................................................................................
Email ........................................................................................................................................................

My Care Commission registration number is CS20

Manager or Provider’s
Name: ................................................................ Signature: ................................................. Date: .....................

Please use your official stamp here

If you do not have a company stamp, you must provide an official invoice, or email an invoice/confirmation of hours & costs from your business email address to ask@stir.ac.uk

PLEASE NOTE THAT WE CANNOT ACCEPT COMPLIMENT SLIPS AS EVIDENCE OF CHILDCARE COSTS
**Section 3** *please submit a separate page for each child*

Name of child ..................................................................................................................Date of birth..............................................

Name of parent/guardian...........................................................................................................

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Telephone number....................................................................................................................................

Email................................................................................................................................................

My Care Commission registrationnumber is  C S 2 0

Manager or Provider’s

Name:..........................................................Signature: .................................................. Date: .........................

If you do not have a company stamp, you must provide an official invoice, or email an invoice/confirmation of hours & costs from your business email address to ask@stir.ac.uk

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Childcare element, childcare vouchers
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