

UHI | SHETLAND

Discretionary Fund

Application Form

2023-24

6. How long will the support last?

Support from the Discretionary Fund may last for as long as is required; this may be a short period of hardship or the full period of study in that academic year.

7. How long does it take to process the application?

Fully completed applications are aimed to be processed within two working weeks. Emergency applications are available on the day (excluding weekends and when the college is closed to students). Get in touch with student.support@humber.ac.uk

Tel: 01595 771000 if you require emergency assistance.

8. How much will I receive?

Applications are assessed according to your individual circumstances. An award will consider your and your household's income and expenditure and the support that they will give you while you study. You will receive an award notification telling you how much you have been awarded.

9. Will an award affect my benefits?

Any financial support may affect your benefits and it is your responsibility to check with the Job Centre and the Department of Work and Pensions whether any support will affect your benefit claim.

10. What are my responsibilities? - Childcare Fund

- It is your responsibility to organise childcare and to make sure that the childcare provider is registered.
- If your circumstances change, it is your responsibility to speak to the Student Support department and seek permission for the change in application and subsequently to arrange that with the childcare provider.
- If you withdraw from the college, you must also cancel your application with the Student Support unit; failure to do so will result in a recall of funds from the moment you withdraw from the course or the childcare provider invoicing you directly for any un-cancelled visits.

10. What are my responsibilities? - Discretionary Fund

- It is your responsibility to make sure that the award from the Discretionary Fund does not impact your benefits.
- It is your responsibility to inform the college of any change in circumstances that may impact your award. If you are not certain whether a change in circumstances will impact your Discretionary Fund award, you should seek clarification from Student Support at UHI Shetland.
- Any wrong information provided on the application form or during a meeting between the Guidance Co-ordinator and yourself may result in an annulment of the form and in the last circumstance a clawback of the funds awarded.
- You will be offered a session with the Guidance Co-ordinator on budgeting your finances. You are encouraged to attend and failure to do so may impact on future applications to the fund.

11. 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, and if you are still not satisfied, you have the right to appeal against the decision. For information on how to appeal a decision for applications to the Discretionary Fund, please view the Complaints Procedure on the college website: www.shetland.uhi.ac.uk/student-complaints.

12. How can I find out more?

If you would like further clarification, please contact:

Student Support

E-mail: support.shetland@uhi.ac.uk

Phone Number (Reception): 01595 771 000

Website: www.shetland.uhi.ac.uk

Notes

Full time & Part Time students can make an application for additional support from the Further Education Discretionary Fund.

This fund is for emergency use. It is intended to provide help to students who are facing extreme financial difficulties which could result in them having to leave their course of study.

By applying to the Discretionary Fund, you confirm that you have read and understood the Information & Guidance Notes.

All sections must be completed.

Personal Details

Name:

Address:.....

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Telephone Number:.....Email:.....

Date of Birth:.....

Course Details

Course Title:.....

Student Number:

Full Time

Part Time

Status

Married

Single

Separated

Living with Partner

Divorced

Widowed

Bursary

Are you in receipt of a local authority Bursary/EMA ? (please be aware that this form cannot be processed until we have received a copy of your Bursary Award letter)

Yes

No

If you are in receipt of a local authority bursary, please include your award letter and calculation sheet with this application.

If not, please detail why your application was refused:

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Income

Please indicate what your household income is and how frequently you receive it

	Description	Weekly	Fortnightly	Monthly
Employment				
Benefits				
Bursary/EMA				
Other				
Total				

Expenditure

	Description	Weekly	Fortnightly	Monthly
Rent				
Council Tax				
Food				
Electricity				
Telephone				
Travel				
Child Support Payments				
Other				
Total				

Reason for Application

Travel Equipment/Materials Financial Hardship Childcare Other

Details.....

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One-off Regular (Monthly) Other (Please Detail)

Amount Required (Sterling):

Childcare

Childcare Details 1

Child's Full Name:

Date of Birth:

Details of Provider:

Name:.....

Hours/Days per week:.....

Cost per Hour (£):.....

Childcare Details 2

Child's Full Name:

Date of Birth:

Details of Provider:

Name:.....

Hours/Days per week:.....

Cost per Hour (£):.....

Please ask for another sheet if you require it.

Child Care Provider

Name:.....

Business Name:.....

Tel:.....E-mail.....

Address:.....

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Registration Number:.....

Total Number of childcare hours

Cost per hour (£).....

Approximate Cost per week.....

Bank Details (only fill this section in if you are applying for Discretionary Fund support)

Name on Account:.....

Bank Address:.....

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Sort Code:.....Account Number:.....

Disclaimer

The **completed** form should be returned by email to support.shetland@uhi.ac.uk

Please be aware that unless an emergency payment is required, the processing of this form may take up to two weeks from the date that all information requested has been handed in.

Students are responsible for organising their childcare; this includes any changes to the agreed childcare provision and this has to be approved by the Student Support Team first. If childcare is no longer required or a student withdraws from their course of study, the student is liable for all pre-organised childcare costs including any administrative costs this may incur. It is also the sole responsibility of the student to let the Student Support Team know of their withdrawal. By signing below you confirm that you will abide by the rules and regulations of the UHI Shetland Discretionary and Childcare Funds.

In the instance that an emergency payment is required, please contact The Student Support Team at support.shetland@uhi.ac.uk Tel: 01595 771000

Applicant’s Declaration:

I certify that, to the best of my knowledge, the statements I have made are full and correct in every respect. I undertake to inform the UHI Shetland immediately of any changes in my circumstances.

I also understand that it is my responsibility to inform the Benefits Agency or the Inland Revenue if assistance from this fund will affect my eligibility/entitlement to any benefits or Tax credits I already receive. I declare that, I have not applied to, nor am I in receipt of Discretionary Fund support from any other institution. In addition, I confirm that I have read and understood the information and guidance included in this document.

Name

Signature.....

Date.....

For Official Use Only

Application Approved:

Yes No

Amount Awarded.....Frequency.....

Notes (Please detail reason for decision)

Checks Completed	Date
Bank Statements	
Bursary	

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Date.....

Signature.....

IF YOU REQUIRE THIS FORM IN A DIFFERENT FORMAT, PLEASE
CONTACT SHETLAND UHI ON 01595 771 000