



University of the
Highlands and Islands
Shetland College



NAFC Marine Centre
University of the
Highlands and Islands

Discretionary Fund

Application Form

2018-19

Privacy Notice

Discretionary and Childcare Fund

The Data Controller of the information being collected is: Shetland College, University of the Highlands and Islands, Gremista, Lerwick, ZE1 0PX; Phone: 01595 771 000. Shetland College UHI is an academic partner of the University of the Highlands and Islands and abides by the same privacy laws.

For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at: dataprotectionofficer@uhi.ac.uk

This privacy statement relates to the following process:

Discretionary and Childcare Fund

Your information will be used for the following purposes:

To assess the level of funding a student can receive. This is a means tested process therefore there is a need for students to submit both income and expenditure evidence to enable applications to be processed. Without this information, students cannot apply to the fund.

Our legal reason for using the data is/are:

- You have given consent for the use. Your data will be retained for the following length of time: Current academic year plus 6 years (Total retention: 7 years)

The following rights are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights apply only in certain circumstances:

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data.

If you are unsure about this privacy notice or if you have any enquires, please contact shetlandsupport@uhi.ac.uk

Information and Guidance Notes

1. What is the Further Education Discretionary Fund?

Shetland College UHI and NAFC Marine Centre UHI offer students the chance to apply for financial support from our Discretionary and Childcare Funds for Further and Higher Education. If you are struggling with travel costs or the cost of materials for your course you can apply to our Discretionary Fund for assistance. Or alternatively, if you require childcare for when you are studying, you can apply for support from the Childcare Fund. Here at Shetland College UHI and NAFC Marine Centre UHI we would like to reduce barriers to learning, so if you think you may need support, please get in touch. As per SFC guidance, we cannot support students with living costs through this fund.

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

You must complete all sections of the form that apply to you, this information is necessary for your application to be processed in time. You are required to include evidence of income and expenditure with your application and any other documentation required in order to process your form accurately. The form cannot be processed until all information requested has been submitted.

3. What courses are eligible?

All Further Education courses are eligible, both part time and full time. You must meet the residency requirements as set out by the SFC funding guide. Awards from the discretionary funds cannot be used to pay for tuition fees.

4. What if I applied before?

You can apply for support from the Discretionary and Childcare funds every year you study a further education course with Shetland College UHI and NAFC Marine Centre UHI. Your application will only last that academic year, so you will be required to submit a new application if you need support the following academic year.

5. When should I apply?

You should apply as soon as possible. Application forms from Shetland College UHI students can be handed in at reception, into Guidance (C10) or the Senior Management Team (SMT) office in the D corridor. Alternatively, if you study at NAFC Marine Centre UHI, you can hand it your application to Caroline Hepburn, the student support room or reception. You can also email the completed form to: Klaudia.grubska@uhi.ac.uk. The discretionary funds are limited and are aimed to support those facing hardship who would otherwise be unable to continue their further education.

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 Klaudia the Guidance Co-ordinator or Jacqui Clark if you require emergency assistance.

Klaudia Grubska:

Klaudia.grubska@uhi.ac.uk / 01595 771 236

Jacqui Clark:

Jacqui.clark@uhi.ac.uk / 01595 771 222

Caroline Hepburn:

Caroline.hepburn@uhi.ac.uk / 01595 772 216

8. 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 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 Guidance 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 also have to cancel your application with the Guidance Department; 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 the Guidance department at Shetland College UHI.

- 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:

Guidance Department: Klaudia Grubska

E-mail: klaudia.grubska@uhi.ac.uk

Phone Number (Reception): 01595 771 000

Website: www.shetland.uhi.ac.uk

Phone Number (Direct): 01595 771 236

Find the Guidance Co-ordinator in C10—You can pop in on Thursdays during term time or to arrange an appointment, just use the contact details above.

You can also email the student support email at Shetlandsupport@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:.....

.....

.....

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 be aware that this fund cannot be used to meet living cost needs)

Please indicate what your 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:.....

Address:.....

.....

.....

Hours/Days per week:.....

Cost per Hour (£):.....

Childcare Details 2

Child's Full Name:

Date of Birth:

Details of Provider:

Name:.....

Address:.....

.....

.....

Hours/Days per week:.....

Cost per Hour (£):.....

Please ask for another sheet if you require it.

Child Care Provider (to be filled in by your childcare provider)

Name:.....

Business Name:.....

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

Address:.....

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.....

Are you registered? Yes No

Registration Number:.....

Hours per week you look after child/children.....

Cost per hour (£).....

Approximate Cost per week.....

Declaration:

I confirm that the information given above is correct:

Name:.....

Signature:.....

Date:.....

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 to either the Guidance Department or Reception at the Shetland College UHI. Alternatively, if you are a NAFC Marine Centre UHI student, you can return your form to Caroline Hepburn, the student support room or reception at NAFC.

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 Guidance Department first. In the instance that the 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 Guidance Department know of their withdrawal. By signing below you confirm that you will abide by the rules and regulations of the Shetland College UHI Discretionary and Childcare Funds.

In the instance that an emergency payment is required, please contact

Klaudia Grubska on 01595771236 or Klaudia.grubska@uhi.ac.uk / Jacqui Clark on 01595 771222 or Jacqui.clark@uhi.ac.uk

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 Shetland College UHI 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 COLLEGE UHI ON 01595 771 000