



University of the  
Highlands and Islands  
Orkney College

## 2019/20 APPLICATIONS

**Further Education Discretionary and Childcare Fund  
and Lone Parent Childcare Grant**



## How we use your information

Orkney College UHI, as part of Orkney Islands Council, is committed to ensuring that the processing of personal data is only undertaken in the legitimate operation of the university's/college's business. The Council, as Data Controller is registered with the Information Commissioner's Office and collects/uses information (data) about its students and stores it in accordance with the EU General Data Protection Regulation and UK Data Protection Act 2018.

The Data Protection Officer is: Gavin Mitchell, Head of Legal Services. The personal data that you supply to us will be processed by Orkney College UHI. All processing will be undertaken in accordance with current data protection legislation.

The College already holds data about you relating to your application to study with us. In assessing your eligibility for funding, we will ask you a series of questions and your answers will be linked to the student record that we already hold. Information that you provide in this context will be accessible to a limited number of staff on a need to know basis.

Some of the funding available is means tested which means you may need to provide evidence of your personal income and benefits you may be currently receiving, or income and/or benefits currently received by members of your family/household. Any evidence you provide is used for the purpose of assessing your eligibility for student funding e.g. discretionary funds. If you are awarded childcare funds we may share limited information about your award with your childcare provider. We may also share limited information with approved taxi companies or landlords, where we make payments for these expenses. If you withhold the information required, we will not be able to fully assess your entitlement to receive funding.

Our legal basis for processing this information is that it is necessary for the performance of a task carried out in the public interest or under the official authority vested in us. This means, we are responsible for the distribution of public funds and must be able to demonstrate individual's eligibility to such funding. We also have a legal obligation to share statistical data and details about the levels of funding we pay out to students with the Scottish Funding Council [www.sfc.ac.uk/home/privacy.aspx](http://www.sfc.ac.uk/home/privacy.aspx). Personal data may be shared with other official bodies where the law requires us to do so e.g. in response to a court order. If, during the course of your studies, you are overpaid funds to which you are not entitled and you do not make an arrangement to repay the money, we may pass your personal data on to a debt recovery agency to recover funds on our behalf.

In addition to this, your information may be shared with our internal and external auditors as part of routine audits in order to demonstrate our legal compliance with the Financial Regulations we must adhere to. All records are retained in line with the University of the Highlands and Islands/Orkney College UHI retention schedule.

If you have any concerns regarding the processing of your personal data please contact the Data Protection Officer at: [corporateservices@orkney.gov.uk](mailto:corporateservices@orkney.gov.uk) or Council Offices, Kirkwall, Orkney, KW15 1NY. You also have a right to lodge a complaint with the Information Commissioner's Office (ICO) [www.ico.org.uk](http://www.ico.org.uk). The ICO is the independent authority responsible for upholding the law in relation to the processing of personal data. You have the right to ask the university/college for a copy of the personal data we hold about you free of charge. More information about your rights and how we process your information is available here:

<http://www.orkney.gov.uk/Online-Services/privacy.htm>

**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 object to our processing of your personal data; the right to request erasure (deletion) of your personal data.

# 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: **Christine Scott**  
**Business Manager**  
**Orkney College UHI**  
**East Road**  
**Kirkwall**  
**Orkney**  
**KW15 1LX**

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 before applying for supplementary funding.**

**PLEASE SEND PHOTOCOPIES, NOT ORIGINALS, AS DOCUMENTS ARE NOT RETURNED**

## SECTION 1: PERSONAL DETAILS

Surname

Forename

Title Mr  Mrs  Miss  Ms  Other

Date of Birth (DD/MM/YY)    Age at start of course (years)

Student Number

Home Address   
  
  
Postcode

Telephone (inc. code)

TERM TIME Address (if different from HOME address)   
  
  
Postcode

Telephone (inc. code)

Email

Are you care experienced? Yes  No

## SECTION 2: COURSE DETAILS

Course Code       
or  
(code is on your student card and/or offer letter)  
Course Title

Is your course Full-time  Part-time  Evening  Other

Year of course 1<sup>st</sup>  2<sup>nd</sup>

Course Start Date (dd/mm/yy)    End Date (dd/mm/yy)

## SECTION 3: WHERE YOU LIVE

Do you live On your own  With parent(s)

With others   (give details)

For Office  
Use Only

Student  
Ref

## SECTION 4: DETAILS OF YOUR SPOUSE/PARTNER

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

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

## SECTION 5: DETAILS OF DEPENDANT CHILDREN

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

## SECTION 6: CHILDCARE SUPPORT

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 Parent Childcare Grant?

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 and Section 7

**PLEASE NOTE that Childcare costs can only be awarded for formal 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

If you are not successful in receiving an award for your Childcare and you have placed your child with a provider, YOU are responsible for the cost and NOT Orkney College UHI.

## SECTION 7: APPLICATION FOR LONE PARENTS CHILDCARE GRANT

Please provide details of the registered or formal childcare costs you expect to pay during the period 1<sup>st</sup> August 2019 to 31<sup>st</sup> July 2020. 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 may seek prosecution.**

We will deduct any payments 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):

£

Childcare costs you expect to receive from other sources (Please enter the total childcare costs you expect to receive from other sources):

£

Total childcare costs (Please enter the total childcare costs for one childcare provider, less what you expect to receive from other sources)

£

| Details of children | Children's Full Name | Date of Birth |
|---------------------|----------------------|---------------|
| <br><br>            |                      |               |

### To be filled in by your childcare provider, if you do not have an agreed contract form

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

Manager or Proprietor's Name

Signature

Date

## SECTION 8: MONTHLY INCOME

FOR  
INSTITUTION  
USE ONLY

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.

### Student Bursary

Yours

Did you apply for the maximum entitlement

**Award Amount**

£

or

**Monthly**

£

Yes

No

Your Spouse/Partner

Did they apply for the maximum entitlement

£

or

£

Yes

No

Dependants or other family member in household

Did they apply for the maximum entitlement

£

or

£

Yes

No

### Other Grant/Allowances

Yours, e.g. EMA

Yours, other, please state

Your Spouse/Partner, other, please state

Your Spouse/Partner, other, please state

£

or

£

£

or

£

£

or

£

£

or

£

### Full Time/Part Time Employment Income

Yours

Your Spouse/Partner

Other household member(s)

£

£

£

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

Maintenance & Child Support Payments

Pension – State/Works/Widow(ers)

Job Seekers Allowance

Sickness Benefit/Statutory Sick Pay

Incapacity Benefit/Employment and Support Allowance

Income Support

Universal Credit

Housing Benefit

Working Tax Credit

Child Tax Credit

Child Benefit

Pension Credit

Carers Allowance

£

£

£

£

£

£

£

£

£

£

£

£

£

### Any Other Income (eg. From lets and rentals)

Please state:

Please state:

£

£

**TOTAL**

£

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





## SECTION 10: SAVINGS

Source:

£

Source:

£

Source:

£

## SECTION 11: REASON FOR FINANCIAL ASSISTANCE

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.

## SECTION 12: BANK/BUILDING SOCIETY ACCOUNT DETAILS

Name and Address of  
Bank/Building Society

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Postcode

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Name on the Account

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Account Number

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Sort Code

|  |  |  |  |  |  |
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|--|--|--|--|--|--|

Building Society  
Roll/Reference  
Number

|  |
|--|
|  |
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## SECTION 13: DISCLOSURE OF AWARD INFORMATION

Orkney College UHI is committed to ensuring that the processing of personal data is only undertaken in the legitimate operation of the College's business. Orkney College UHI collects and uses information (data) about its students and stores it in accordance with the General Data Protection Regulation (GDPR) 2018.

We will share details of the level of your funding award and your status with the Scottish Funding Council (SFC) along with some anonymous statistical data about you. This will be used by the SFC to assist with the calculation of future discretionary budgets that Orkney College UHI will be awarded. In addition, we may share relevant information with your childcare provider regarding our financial contribution towards your childcare costs. Over and above this, we will only share information with third parties where we are obliged to do so by law e.g. to assist with the prevention or detection of crime or fraud.



## Information and Guidance Notes

### 1. **What is the Further Education Discretionary Fund?**

If you are a full time or part time student the Further 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 Further Education Childcare Fund?**

If you are a full time or part time student, the Further 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.

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

If you are a full time or part 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. Any costs above this amount can be met from the Childcare Fund if you are a lone parent. Students who are not lone parents can have childcare costs funded through the Childcare Fund.

### 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 Parent 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 Further Education Course (FE) course. Both Discretionary and Childcare Funds are available for full or part time study. Childcare must be 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 Further Education Childcare Fund and Further 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 Further 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 Further 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 General Data Protection Regulation (GDPR) 2018 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 or email.

**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 Orkney College UHI 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. Any appeal should be made in writing to Orkney College UHI.

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

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 are on the inside front cover of this form.





Orkney College UHI  
East Road  
Kirkwall, Orkney, KW15 1LX  
Tel: 01856 569000  
Email: [orkney.college@uhi.ac.uk](mailto:orkney.college@uhi.ac.uk)

***“Realising your Potential”***