**NURSING**

**DISCRETIONARY**

**FUND 2023-24**

**Discretionary Funds** are funds for students who are in, or may be facing, financial difficulties.

Nursing students are eligible to apply for: -

**NURSING AND MIDWIFERY DISCRETIONARY FUND**

* 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 are ordinarily resident in the UK and Islands and have taken out the **full entitlement** of all available student maintenance support,
  + Non UK and Islands students may be eligible under certain conditions - please contact [alexandra.stewart@uhi.ac.uk](mailto:alexandra.stewart@uhi.ac.uk) to check your eligibility.

**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, have caring responsibilities or are estranged.
* Are suffering hardship due to the economic crisis.

**Non – UK, EU Nationals who are eligible for fees-only support from SAAS are not eligible to receive support from NMDF.**

If you need help with the form, or have any questions please contact:

[alexandra.stewart@uhi.ac.uk](mailto:alexandra.stewart@uhi.ac.uk)

## Before You Start



Complete the application, filling out **all** the income and expenditure boxes. Only the expenses declared on the form will be considered.

Scan documents or download digital statements.

**Do not** send screenshots of your documents.

Read the form thoroughly first and check what evidence you need. If you have a partner, you **must** include their information on the form too.

Send your completed application form to [alexandra.stewart@uhi.ac.uk](mailto:alexandra.stewart@uhi.ac.uk)

**Incomplete applications cannot be assessed; please send all the evidence that is asked for.**

## Processing your application

Q. **How long does it take to process my application?**

A. After you submit your form and all the necessary documents, we aim to assess your application within 3 weeks. We will notify you by email of our decision. 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 within the academic year and your application will be reviewed by a member of the Senior Management Team in the Department of Nursing. Please email your student advisor ( [alexandra.stewart@uhi.ac.uk](mailto:alexandra.stewart@uhi.ac.uk) )if you would like your decision reviewed.

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.uhi.ac.uk/en/about-uhi/governance/policies-and-regulations/policies>

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

A. The Finance department pays the money into the bank account you give us (page 4). This can take up to 21 days but is usually quicker.

## Frequently Asked Questions

Q. **How many times can I apply?**

A. You can apply more than once each year. If your circumstance change or you continue to be in hardship you can provide further details to the Student Support Officer ([alexandra.stewart@uhi.ac.uk](mailto:alexandra.stewart@uhi.ac.uk)) asking for a review of your application.

Q. **Why is there nowhere on the application form for me to note how much I spend on food, personal items and clothing?**

A. We add a standard amount per week to the calculation for each student’s living expenses (and for each member of their family where appropriate). If there is a specific additional outlay e.g., medical reasons why higher costs are necessary, you should note this in your personal statement on page 5 and give an idea of the increased costs.

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 mini statement from the ATM do instead of a 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 download a PDF statement to cover the last two months. If you can’t supply this, please speak to the Student Adviser. **Please send digital downloads of statements (PDFs), do not send screenshots.**

Q. **Help! I’m not sure what I need. I would like someone to check my application and explain a few things.**

A. Easy! Speak to the Student Support Officer by emailing [alexandra.stewart@uhi.ac.uk](mailto:alexandra.stewart@uhi.ac.uk).

## Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Age |  |
| Student ID Number |  | | |
| Address (term time) |  | | |
| Postcode |  | | |
| Address (out of term time) |  | | |
| Postcode |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone No. |  | Mobile No. |  |
| University e mail |  | | |

## Payment Details

Please provide details of the bank account you wish any award to be paid into and submit a **copy** of your most recent bank statements, to cover at least 2 months **with the name, account number and sort code clearly visible**.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Account Holder |  | | | | | | | | |
| Name of Bank |  | | | | | | | | |
| Sort Code |  |  |  |  |  |  |
| Account Number |  |  |  |  |  |  |  |  |

## Course Details

Please tell us about your course and year of study.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Highland Campus | |  | | | | Western Isles Campus | | | | | |  | | | | | |
| Name of Course | |  | | | | | | | | | | | | | | | |
| Year of Study | |  | | | | Is this your final year? | | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | |
| Where does your funding come from? (Place x in the correct box) | | | | | | | | | | | | | | | | |
| Scotland |  | | England | |  | | N Ireland | |  | | Wales | | | |  | |
| Other (Please Specify) | | | |  | | | | | | | | | | | | |
| Is this your first application this academic year? | | | | | | | | Yes | |  | | | No |  | | |

## Personal Circumstances

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do you have a partner? | Yes | | | |  | | | No | | |  |
| How many children do you have |  | | Ages of dependent children | | | | | |  | | |
| Please detail any other dependants / caring responsibilities |  | | | | | | | | | | |
| Were you previously living in care? | Yes |  | | No | |  | Prefer not to say | | |  | |

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, and you can also speak to an adviser in person.

You may include details, in your application, of: -

* Any unexpected personal or family circumstances such as financial crisis or pregnancy
* Personal or family health, mental health issues or disabilities
* If you do not receive any funding, please tell us about the arrangements you have put in place to support yourself and any dependants.

|  |
| --- |
|  |
| (Continue on a separate sheet if necessary). |

## Income

Provide details of your and your partner’s income.

**It is essential that SCANNED / DIGITAL copies** **are provide for all items requested in the ‘THIS IS WHAT WE NEED’ column. Incomplete applications will NOT be assessed. Complete all relevant boxes.**

|  |  |  |
| --- | --- | --- |
|  | THIS IS WHAT WE NEED | Amount Per Year |
| Nursing Bursary  (Including Allowances) | Copy of current SAAS award letter showing name, account details and payment breakdown. |  |
| Any other Student Award/Loan/Scholarships etc. | Copy of Award Letter |  |
| Money you receive from family. |  |  |
|  |  | **Amount Per Month** |
| Wages (Self) | 2 recent wage slips |  |
| Wages (Partner) | 2 recent wage slips |  |
| Universal Credit/Tax Credits | All pages of award letter |  |
| Child maintenance/support agency payments | Bank statement or other |  |
| Other state benefits – self and partner e.g., Housing Benefit, Carer’s allowance – **Write details:** | All pages of award letter. |  |
| Tell us on page 4 about all other monies you receive and any other payments going into your bank account | Relevant evidence |  |
| If you do not receive any funding, please tell us on page 5 about the arrangements you have put in place to support yourself and any dependants. | | |

## Expenditure

We automatically calculate figures for food/personal items, clothing, TV licence and study costs for your household. Enter ALL your and your partner’s other costs; we only consider the expenditure **written** on the form. Provide us with all necessary **scanned/digital** evidence requested in the ‘THIS IS WHAT WE NEED’ column.

|  |  |  |
| --- | --- | --- |
|  | THIS IS WHAT WE NEED | Amount Per Month |
| Rent/Mortgage | Submit copy of tenancy /lender agreement, mortgage or rent account. |  |
| Gas/electricity etc. |  |  |
| Connectivity (TV, internet & landline) |  |  |
| Mobile(s): |  |  |
| Council Tax | Copy of bill if applicable |  |
| Travel costs  e.g.to university, work (including partner), family & shopping | Write details here or on page 5 |  |
| Healthcare/glasses/dental costs/special diets | Write details here or on page 5 |  |
| Children’s Activities | Write details here or on page 5 |  |
| Gym Membership |  |  |
| Insurances e.g., home, building, pet, car | Write details here or on page 5 and evidence e.g., mark on bank statement |  |
| ANY OTHER REGULAR PAYMENTS e.g., debt, credit cards, car loans | Write details and submit evidence **showing minimum payments and outstanding balance** |  |
| Other costs. Add extra sheet if necessary. | Write details here or on page 5 |  |
| Childcare costs **per month.** | Write details here or on page 5 |  |

**Please write any additional information in your personal circumstances statement on page 5 or attach a separate sheet.**

## Documents Submitted to Evidence Income

Please indicate the scanned or photocopied documents/evidence you are submitting with your application.

**I am submitting COPIES of:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SAAS (Scotland) award letter- both sides | **Yes** |  | **N/A** |  |
| Evidence of funding from a funding council or other organization | **Yes** |  | **N/A** |  |
| Two recent monthly wage slips for self | **Yes** |  | **N/A** |  |
| Two recent monthly wage slips for partner | **Yes** |  | **N/A** |  |
| My/my partner’s Universal Credit/Tax Credit award letter – all pages | **Yes** |  | **N/A** |  |
| Evidence of child benefit I/my partner receive e.g., bank statement. | **Yes** |  | **N/A** |  |
| Evidence of all other benefits I/my partner receive | **Yes** |  | **N/A** |  |
| Evidence of all other monies or payments I/my partner receive | **Yes** |  | **N/A** |  |
| Bank account details for payment of any grant paid – page 3. | ESSENTIAL | | | |

## Documents Submitted to Evidence Expenditure

**I am submitting COPIES of:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2 full month’s bank statements** **for all bank accounts held by myself and my partner\*** | ESSENTIAL | | | |
| Recent invoice/tenancy/ lender agreement | **Yes** |  | **N/A** |  | |
| Council tax statement/letter | **Yes** |  | **N/A** |  | |
| My/my partner’s recent credit card statements showing outstanding balance and minimum payments. | **Yes** |  | **N/A** |  | |
| My/my partner’s recent debt letters/ statements showing outstanding balance and minimum payments. | **Yes** |  | **N/A** |  | |
| Evidence of all other regular payments e.g., insurance, maintenance payments, car payments. | **Yes** |  | **N/A** |  | |

\***ATM slips are not acceptable – PDF statements can be downloaded from your online account.**

**IF YOU DON’T PROVIDE ALL THE DOCUMENTS NEEDED YOUR APPLICATION CANNOT BE ASSESSED AND YOU WILL NOT RECEIVE A GRANT. IF YOU ARE UNSURE ABOUT THE EVIDENCE NEEDED, PLEASE CONTACT:** [**alexandra.stewart@uhi.ac.uk**](mailto:alexandra.stewart@uhi.ac.uk)

**YOU MUST READ THE FOLLOWING INFORMATION AND SIGN THE DECLARATION ON PAGE 9**

Privacy Notice

The Data Controller of the information being collected is: UHI, Executive Office, 12B Ness Walk, Inverness IV3 5SQ. Phone: 01463 279000.

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](mailto:dataprotectionofficer@uhi.ac.uk) This privacy statement relates to the following process:

Administration of the discretionary fund, consideration of applications and payments of fund awards

UHI nursing and midwifery students have access to a discretionary fund. The aim is to provide funding to students to assist them to continue their studies in circumstances where finances may be a pressure on their continued studies. UHI has a process for considering applications made to the fund against the relevant criteria. In order to assess, UHI must collect applications that include the personal data of applicants. The funding available is means tested which means you will 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 discretionary funding.

Record-keeping for successful applications.

UHI is required to keep details of payments to successful applicants, as well as copies of the successful applications, for seven years after payment is made. This is to prevent fraud and comply with legislation around financial prudence and associated audit requirements.

Our legal reasons for using the data are:

Purpose 1: Consideration of funding applications: You have given consent for the processing of your application. Please note that you will not be able to withdraw consent for the processing once any award money has been paid, as payment engages purpose 2.

Purpose 2: Record-keeping for successful applications: The processing is necessary for UHI to comply with legal obligations. This is to prevent fraud and comply with legislation around financial prudence and associated audit requirements.

The data being used includes special category (sensitive) data. We use this sensitive data under the following legal condition(s):

|  |
| --- |
| You are not required to provide to provide any special category data for this processing, but you may choose to, if you consider it pertinent to your application. Where you do include special category data in your application our legal reasons for using this data are included below:  Purpose 1: Consideration of funding applications: You have given explicit consent to the processing. Please note that you will not be able to withdraw consent for the processing once any award money has been paid, as payment engages purpose 2.  Purpose 2: Record-keeping for successful applications: Keeping successful applications is necessary to protect the public, and public monies, from dishonesty (financial and fraud) by way of record keeping that allows for detailed audits of records kept to justify payments, where those audits and record-keeping functions are required by law in keeping with the exemption at schedule 1, Part 2, Section (1) of the Data Protection Act 2018. |

Your data will be retained for the following length of time:

Successful applications will be kept for six years from the end of the academic year in which you make your application. Unsuccessful applications will be kept until the end of the academic year in which you make your application.

**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:** theright 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.

## Your Priorities

For our statistics, please tick to indicate the costs you find most difficult to meet. This will not affect your application. **You can put an X in more than 1 box**.

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 this academic session
* The information given on this form is true and accurate
* I accept that I am liable to disciplinary proceedings (<https://www.uhi.ac.uk/en/about-uhi/governance/policies-and-regulations/policies>) for any false statements I make or any false documents I submit
* I will inform the Student Support Officer 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)

**I understand and agree the following: (you must read this before signing)**

* Information that I provide will be kept securely on file by the Student Support Officer for UHI. The Student Support Officer will only share this information with colleagues if this is deemed necessary, or if required to do so by a university regulation, the Student Award Agency for Scotland or other legal requirement, or if my partner is a student at another university and you require to share verification of discretionary funds awarded.
* A basic record of my engagement with the service is stored on the student record and access to this information is restricted to those involved in the student support system.
* I may be required to provide proof of actual expenses later in the year.
* By returning this form by hand, via your student email or submitting online, you provide your consent for us to use your information in this way. Please find the link to our confidentiality and data sharing policy here: <https://www.uhi.ac.uk/en/about-uhi/governance/policies-and-regulations/policies>.

I accept the terms and conditions.

I consent to UHI processing my personal data, including any special category data included in my application, for the purposes of assessing my application and keeping financial records as detailed in the privacy notice.

**Signed:**

**Date:**