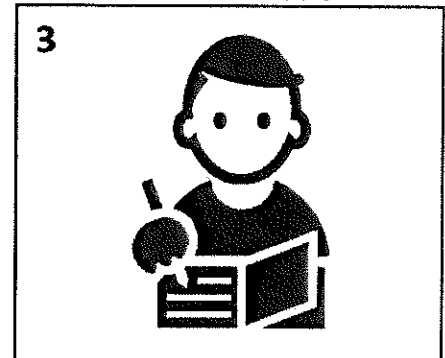
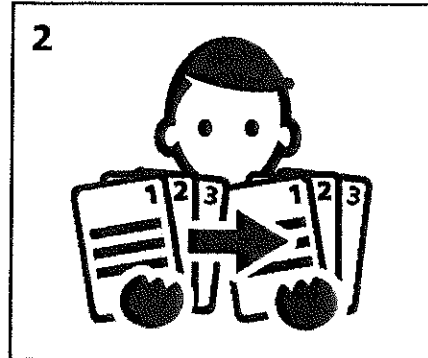
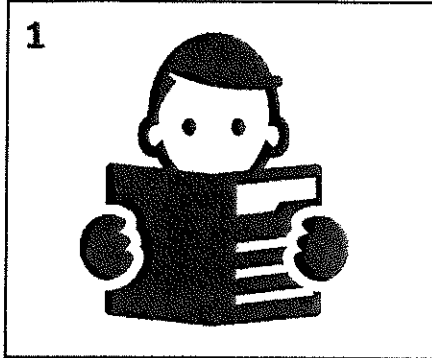


DISCRETIONARY FUNDS 2018/2019



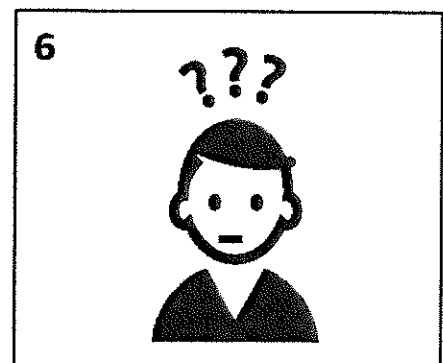
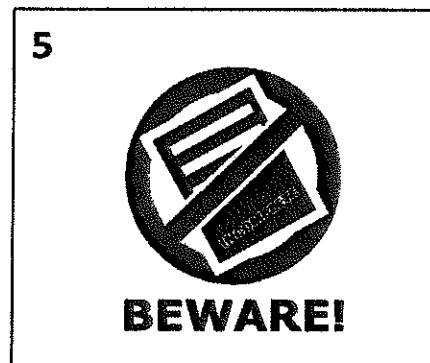
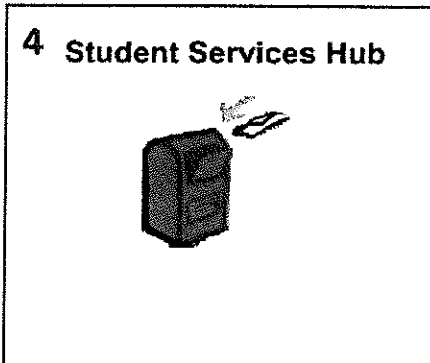
University of the
Highlands and Islands
Oilthigh na Gàidhealtachd
agus nan Eilean

Discretionary 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. Identify the fund/s you are eligible to apply to.
2. 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 or hand in to Sheila McAulay, Room W/002 Centre for Health Science Old Perth Road, Inverness IV2 3JH

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

6. If you need **HELP**, or have questions, contact me at sheila.mcaulay@uhi.ac.uk or 01463 279802 to make an appointment.

Processing your application

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

A. After you submit your form with 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 by sending an email, from your University email account and including your student ID number, to the Deputy Head of Nursing (michelle.roxburgh@uhi.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.uhi.ac.uk/en/about-uhi/governance/policies-and-regulations/policies/>

Q. How will I be paid?

A. The Finance Department pays the money to the bank account you give us (page 3). 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 once each academic year. If your circumstances change, you can provide further details to the Student Adviser (sheila.mcaulay@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 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 4.

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 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 download a statement to cover the last two months. A copy of your direct debits and standing orders would be useful too. If you can't supply this, please speak to the Student Adviser.

Q. I need a small amount of money urgently – what can I do?

A. You can see the Student Adviser by calling 01463 279802 or emailing sheila.mcaulay@uhi.ac.uk 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 by calling 01463 279802 or emailing sheila.mcaulay@uhi.ac.uk.

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 financial crisis
- pregnancy/babies up to 1 year
- personal or family health, mental health issues or disabilities

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 dependants

Continue on a separate sheet if necessary

Expenditure

We will automatically calculate figures for food/personal items, clothing, TV licence and study costs for your household. Write on the form ALL you and your partner's other costs, we only take into account the expenditure **written** on the form. Provide us with all the necessary **scanned/photocopied** evidence requested in the 'THIS IS WHAT WE NEED' column.

	THIS IS WHAT WE NEED	Amount Per Month	Official Use only
Rent/Mortgage	Submit copy of rent invoice or tenancy/lender agreement		
Gas/electricity etc.			
Telephone (incl. internet) Landline:			
Mobile (s):			
Council Tax	Submit copy of C.T. statement/letter		
Travel costs to and from University			
Total additional placement travel cost not paid or reimbursed by SAAS or funding body or University	Please state how many weeks:		
Partner's Travel costs to work			
Other Travel costs e.g. to shops, work, visit family	Write details here:		
Course Fees (if self-funded)	Submit copy of Invoice		
Health care/glasses/dental costs/special diets	Write details here or on page 4		
Children's Activities	Write details here or on page 4		
Gym Membership			
Insurances e.g. home, building, pet, car	Write details here or on page 4 and evidence e.g. mark on bank statement		
ANY OTHER REGULAR PAYMENTS e.g. debt, credit cards, loans	Write details and submit evidence showing minimum payments		
Additional course costs e.g. fieldwork, study tours, equipment etc.	Write details here or on page 4 and submit evidence:		
Other costs. Add extra sheet if necessary	Write details here or on page 4		
Childcare costs per week	Write details on page 4	Per week:	
Travel costs to and from childcare provider per week	Write details here or on page 4	Per week:	

Please write any additional information in your personal circumstances statement on page **4**

Your priorities

For our statistics, please indicate the costs you find most difficult to meet. You may choose more than one.

General living expenses

Travel

Childcare

Declaration

- **I have read the form and have provided the required scanned/photocopied paperwork.**
- **The information given on this form is true and accurate**
- **I accept that I am liable to disciplinary proceedings under Ordinance 2**
- **<https://www.uhla.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 Money Adviser in writing, immediately of any changes to the information given.**

I am receiving the maximum funding available to me

Why do we collect the 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?

Staff are committed to protecting and respecting a student's confidentiality and privacy. 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**, other staff member/s or to a body such as SAM, Scottish Government Health Directorate or external auditors instructed by UHI 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 it is necessary to share this information with colleagues within UHI on a need to know basis to help them provide robust and appropriate support to the student. This might include a Personal Academic Tutor.

How do we store Information?

In addition to this form, any information you provide will be held securely

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

Information will be retained for one year after a student either leaves or graduates from UHI. Information will then be destroyed confidentially.

I have read and understood the above declaration and confirm:

I grant consent for staff to collect, use and retain my information as specified

Signed **Date**

