

# NURSING & MIDWIFERY

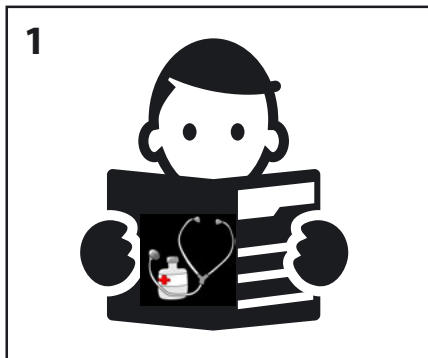


## DISCRETIONARY FUND

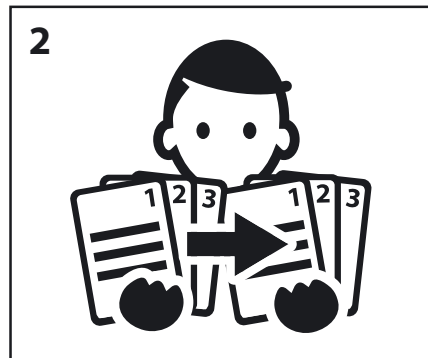
The Nursing and Midwifery Discretionary Fund is a fund for students who are in, or may be facing, financial difficulty.

**You must be in receipt of the SAAS Nursing Bursary to apply to the fund.**

Here's what you need to do:



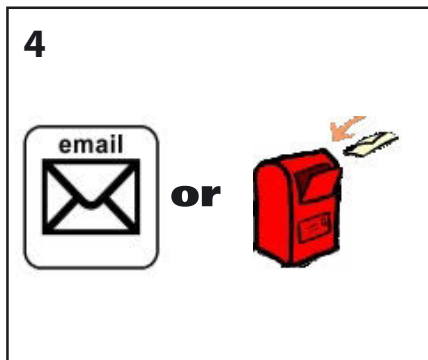
1. Read the form.



2. Gather the documents we need and **SCAN** or **PHOTOCOPY** them.



3. Complete the form. Make sure you fill in **ALL** income **AND** expenditure.



4. Email complete application with scanned documents to address below **OR** hand your application to us- see details below.



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



6. If you need **HELP**, or have any questions, either email us at [sheila.mcaulay@uhi.ac.uk](mailto:sheila.mcaulay@uhi.ac.uk), or phone us on **01463 279802**

### Submitting your application

Submit complete application with evidence to Sheila McAulay, Student Adviser, University of the Highlands and Islands, Room W/002, Centre for Health Science, Old Perth Road, Inverness IV2 3JH. Tel: 01463 279802

Email: [sheila.mcaulay@uhi.ac.uk](mailto:sheila.mcaulay@uhi.ac.uk). Sheila is normally on campus on Tuesday, Wednesday and Thursday mornings only.

### CLOSING DATE:

**6 WEEKS BEFORE COURSE  
END DATE.**

**Please note: funds are limited  
and may run out before the  
closing date.**

## **YOU CAN APPLY FOR A NURSING AND MIDWIFERY DISCRETIONARY FUND GRANT 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.

### **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);**
- **are care experienced; or**
- **are carers.**

### **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](mailto: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/>**

### **Frequently Asked Questions**

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

**A. You can apply as many times as you feel is necessary throughout the year, but remember that funds are limited and may run out.**

**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.**

**IF YOU DON'T PROVIDE ALL THE DOCUMENTS WE NEED WE CANNOT ASSESS YOUR APPLICATION AND NO AWARD CAN BE GIVEN.** If you are not sure about anything, please make an appointment to speak to the Student Adviser. After we have assessed your application it may take 2 – 3 weeks before any award is deposited in your bank account.

Official Use only	NURSING & MIDWIFERY DISCRETIONARY FUND		
Reference No:		Date Submitted:	

Name..... Student ID Number.....

Address (term time).....

.....Post Code.....

Address (outwith term time).....

.....Post Code.....

Telephone Number..... Mobile Number.....

Your **University** Email Address.....

### Payment Details

Provide details of the bank account you want any award to be paid into **and** submit a **copy** of your most recent bank statement to cover at least 2 months **showing the account number and sort code.**

Account Holder ..... Name of Bank.....

Sort Code

Account Number

### Course Details *(Please tick all applicable boxes)*

Is this a repeat year?      Yes      No      Is this your final year?      Yes      No

Name of Course.....

What year of your course are you in?.....

### Where does your funding come from?: *(Please tick)*

Scotland      England      N Ireland      Wales      Other:.....

## 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 the Student Adviser in person.

Include details of:

- any unexpected personal or family circumstances
- any situation of financial crisis
- pregnancy/babies up to 1 year
- personal or family health, mental health issues or disability

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 e.g. overdraft facility, support from family, savings.

(continue on a separate sheet if required)

Do you have a partner? Yes  No  Is your partner a student? Yes  No

How many children do you have? ..... Ages of any children dependent on you: .....

Please detail any other dependants/caring responsibilities:.....

Have you previously lived in care? This includes foster care, foyer etc.  No   
Yes

## INCOME

Provide details of you and your partner's household income during this academic year. It is essential that **PHOTOCOPIES** are provided for all items requested in the 'THIS IS WHAT WE NEED' column.

	THIS IS WHAT WE NEED	Amount Per Academic Year	Official Use Only
Nursing Bursary	SAAS Award letter		
Dependent's Allowance			
Loan Parent Allowance			
Childcare Allowance for Parents			
Other bursary/grant/scholarship	Relevant evidence		
Money from family, e.g. parents, grandparents	Amount Per Month		
Wages (self) during the academic year	2 recent wage slips		
Wages (partner) during the academic year	2 recent wage slips		
Working Tax Credit	working/child tax credit award letter ( <b>all pages</b> )		
Child Tax Credit			
Child Benefit	Bank statement or C.B. payment letter		
Child maintenance/support Agency payments (you/your partner receives)	Bank statement or other		
Housing Benefit	Relevant evidence		
Other state benefits (you/your partner receives)	Relevant evidence		
Other payments received/income from e.g. rent/lettings – write details here:	Relevant evidence		

INCOME Continued	THIS IS WHAT WE NEED	Amount Per Academic Year	Official Use Only
Please state and explain any other payments going into your bank account – write details here or on page 8:			
If you do not receive funding please tell us why and the funding arrangements you put in place (e.g. savings, money from parents) to support yourself and any dependants – write details on page 8:			

Answer **EACH QUESTION** by ticking the boxes, either Yes or N/A (not applicable).

***I am submitting copies of:***

SAAS (Scotland) awards letter (both sides)	Yes	N/A
evidence of funding from a funding council or other organisation	Yes	N/A
two recent wage slips for self	Yes	N/A
two recent wage slips for my partner	Yes	N/A
my/my partner's Working Tax Credit/Child Tax Credit award letter ( <b>all pages</b> )	Yes	N/A
evidence of Child Benefit I/my partner receive e.g. bank statement	Yes	N/A
evidence of Child Maintenance Payments I/my partner receive	Yes	N/A
evidence of all other benefits including Income Support and Housing Benefit Payments I/my partner receive	Yes	N/A
evidence of all other monies/payments I or my partner receive	Yes	N/A
bank account statement showing <b>sort code and account number</b> for payments of any grant	Yes - essential	

## EXPENDITURE

We will automatically calculate figures for food/personal items, clothing, TV licence and study costs for your household. **TELL US ABOUT ALL YOU AND YOUR PARTNER'S OTHER EXPENDITURE during this academic year.** You must give us all the necessary **photocopied** evidence. **Only the expenditure amounts you write on the form will be taken into account.**

	<b>THIS IS WHAT WE NEED</b>	Amount Per Month	Official Use only
Rent/Mortgage	Copy of rent invoice/tenancy/lender agreement		
Gas/electricity etc.			
Telephone (incl. internet) landline			
Mobile(s)			
Council Tax	Copy of Council Tax statement/letter		
Travel to and from University			
Travel to Placement <i>Cost per week:</i> <i>How many weeks:</i>	Only include costs not covered by department or SAAS		
Your travel costs to work			
Your partner's travel costs to work			
Travel costs for visits home			
Any other travel costs			
Course Fees (if self-funded or in receipt of SAAS Postgraduate Tuition Fee Loan)	Copy of Invoice		
Health care/glasses/dental costs/special diets - <b>itemise and list each cost separately</b>	Write details here or on page 8:		
Children's Activities - <b>itemise and list each cost separately</b>	Write details here or on page 8:		
Gym Membership			
Insurances e.g. home, building, pet – <b>itemise and list each cost separately</b> Do not include car insurance	Write details here or on page 8 and provide evidence, e.g. direct debit statement or mark on bank statement		

<b>EXPENDITURE</b> continued			
ANY OTHER REGULAR PAYMENTS e.g. debt, credit cards, informal childcare, loans - write details here - <b>itemise and list each cost separately</b>	Provide evidence (showing minimum payments for debts, loans, credit cards)		
Additional course costs e.g. fieldwork, study tours, equipment, sports related costs - <b>itemise and list each cost separately</b>	Provide evidence		
Additional costs e.g. childcare costs-write details here - <b>itemise and list each cost separately</b>			

Answer **EACH QUESTION** by ticking the boxes, either Yes or N/A (not applicable).

***I am submitting photocopies of:***

bank statements covering the previous two months, for <b>ALL my bank accounts held</b>	Yes - essential	
my partner's bank statements covering the previous two months, for <b>ALL his/her bank accounts held</b>	Yes	N/A
tenancy/lender agreement	Yes	N/A
my council tax statement/letter	Yes	N/A
my tuition fees invoice (applies only to self-funded students)	Yes	N/A
my/my partner's recent credit card statements showing minimum payments	Yes	N/A
my/my partner's recent debt letters/statements showing monthly payments and amount outstanding (including store cards)	Yes	N/A
Evidence of all regular payments e.g. insurance	Yes	N/A
Any other documents, please detail:		

**IMPORTANT!**

**IF YOU DON'T PROVIDE ALL THE SCANNED OR PHOTOCOPIED DOCUMENTS NEEDED YOUR APPLICATION CANNOT BE ASSESSED AND YOU WILL NOT RECEIVE A GRANT.**



## Your priorities

For our statistics, please tick **one** box to indicate the costs you find it most difficult to meet. This will not affect your application.

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 Nursing and Midwifery Discretionary Fund, 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 Adviser for University of Highlands and Islands. The Student Adviser 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

By ticking the box above and returning this form from you University email address you are giving your consent to the University processing your personal information as outlined above.

**Signed:** ..... **Date:** .....