

# Queen Margaret University

## Childcare Fund & Lone Parent Childcare Grant

**If you require this information in an alternative format please contact the Student Disability Adviser in Student Services of call 0131 474 0000.**

The Childcare Fund is intended to provide needs-related, non repayable bursaries to Scottish domiciled students who need to pay for registered and formal childcare. This includes Registered Childminding, Nursery and After-School Club costs.

In addition the University can pay the **Loan Parent Childcare Grant** of up to £1,215 in order to support single parents who need to pay for registered and formal childcare.

In judging which cases to support, the committee recognises that each case is unique and personal circumstances are always taken into consideration.

**Please note, students who do not meet the following eligibility and criteria, are not entitled to assistance from the Childcare Fund but, if from the UK and not a nursing student, may be eligible for help from the Discretionary Fund.**

All students who apply to the fund are **not guaranteed a payment**.

### **Eligibility**

You can apply to the Childcare Fund if you have at least one dependent child and are studying **full-time** as an undergraduate and therefore incurring registered childcare costs. You must also have "home student" status.

### **Exclusions**

Post-Graduates students are unable to apply to this fund.

Students from outwith the UK must apply to the International Fund. This includes EU students and International students.

Nursing Students in receipt of an NHS Nursing bursary are not eligible to apply for any discretionary funds or childcare funds.

### **Criteria**

You must have applied for the maximum amount of student loan.

### **Procedure**

Please complete the online **Application for Financial Assistance**.

**The Committee is unable to consider applications received after the advertised deadline date for each meeting. These will be considered at the next available meeting.**

The Committee is unable to consider applications not completed correctly or that do not include the evidence requested.

### **Evidence Required**

This evidence should be submitted after you have completed the online application. You can submit this in hardcopy to Student Services Reception on Level 1 or email it to [studentfunding@gmu.ac.uk](mailto:studentfunding@gmu.ac.uk) – PLEASE NOTE that photographs of documents are not acceptable, scanned documents or photocopies are.

- 1 – A minimum of an 8 week bank statement from all bank accounts held. These should include bank statements from a partner that you live with.
- 2 – A letter from your childcare provider confirming your child's registration with them along with hours/days and cost per week/month.
- 3 - A personal statement from you describing your circumstances and why you are applying.
- 4 – Your award letter from SAAS, SFNI, SFE or SFW detailing your student award. You should also include your letter from the Student Loans Company.
- 5 – Other financial information that helps to give a picture of your financial situation. For example credit/store card statements, utility bills and loan agreements.

### **Need Help with your application?**

Assistance can be obtained from Bill Stronach, the Student Funding Adviser who is a member of the Student Services team. Please call Stuart Russell, the Student Services Administrator or email [studentservices@gmu.ac.uk](mailto:studentservices@gmu.ac.uk) in order to make an appointment or drop into Student Services Reception located on Level 1.

### **Outcome**

If you are successful with your application you will be informed **BY EMAIL normally within five working days** after the date of the meeting. Payment of any award will be made to your bank account and you will be informed in the email when you can expect payment.

If you are unsuccessful with your application you will be informed **BY EMAIL normally within five working days** after the date of the meeting. If you wish to appeal against this decision, you must do so before the deadline date of the next meeting. Details of this procedure and how to get help with it will be included with your email.

**Student Services**  
**August 2016**