How to apply for Childcare Funding (HE)

Our online application process is fast and efficient, and it means you have peace of mind financially before embarking on student life with us. Please ensure that you have received your invitation email to apply for funding before making your application. Applications to apply for funding are dealt with on a first-come first-served basis and will not be backdated if submitted after 6 weeks of official course start date.

Communication is the key.

Please ensure your email address is up to date with us as we tend to use this method of communication to let you know about everything until the end of your course. You can update your personal details (address, phone number, email address etc.) using your WCS account you created when you applied online for your course.

The childcare funding application is for HE (HNC/HND/DEGREE) students only. FE (NC, NQ, SVQ, NPA) students should apply for childcare funding within the bursary application.

You should source your own place at a childcare provider registered with Care Inspectorate Scotland, you can find registered childcare in your area on their website. There are also nursery places available at our Greenock and Paisley Campus nurseries for children aged 2 years 10 months – 5 years.

You MUST have claimed the maximum student loan from SAAS to be considered for childcare funding.

Once you have accepted your offer of course you will be sent an activation email inviting you to apply online for funding. This email will include the link to online application site (CAMS) and your Student Reference number.

Dear ███████████

FUNDING APPLICATION IN ACADEMIC SESSION 2020/21
WEST COLLEGE SCOTLAND

Congratulations on your course offer for West College Scotland. Please access the web link below to activate your account for our online funding application system CAMS. To activate your account you will need your Student Reference Number, 500000000. If you have received a 'Conditional' offer of place on your chosen course of study, please be aware that this email does not confirm your place has been accepted and you should liaise with your course department for clarification on this. However, you can still apply to have your funding in place.

Online Web Link: https://studentfunding.westcollegescotland.ac.uk/WCS_CAMS
Please use your existing CAMS account to apply for your funding if you have one.

Once you have submitted your fully completed application online you will receive an acknowledgement email. The email will state clearly the document(s) that you will be required to submit to support your application. You can use the uploading tool whilst making your application to supply any required documentation to support your application. We can accept photographs of documentation providing the image is clear to allow the information on documentation to be read in full. You can view the progress of required/uploaded documents and contact us at any time by logging back into your online CAMS account.

Your Student Reference Number can be found on your funding activation email.

Click on this link to take you to the online funding application.

New Students

You must activate and create a CAMS account before you can apply.

HOME

New Users

To apply for funding you must first activate your user account.

You will require your Student Reference Number to activate your account which is stated clearly in your activation email.

Click here for Online Funding Application Guidance

ACTIVATE ACCOUNT

Returning Users

If you have already have an account please login below

Student Reference
Number:

Password:

LOG IN

Forgotten your password?

**Click on
"Activate
Account" in
the orange
New User
Section**

*Please note
that this
account is
not linked to
the account
you set up to
apply for your
course. If this
is your first
time at WCS
you won't
have a CAMS
account yet.*

Activate your account

Please enter your student reference number, date of birth and a password to activate your account.

Activate your account - Step 1

Student reference number

Surname

Date of birth
(dd/mm/yyyy)

CANCEL   CONTINUE

Enter your Student Reference Number, Surname and Date of Birth and click "continue".

Activate your account

Please enter your student reference number, date of birth and a password to activate your account.

Activate your account - Step 2

Student reference number

███████████

Our records show that you have provided the following email address before. This email address will be used for this account - If you wish to change this, please contact the college at student.funding@wcs.ac.uk.

Email address

████████@gmail.com

Create password

Confirm new password

CANCEL   ACTIVATE ACCOUNT

Create a password, at least 8 characters long which must contain at least one capital letter and one number. Then click on "Activate Account"

Take a note of this password as you will need it to log back in to your account to check the status of your application and check your payments once your award has been finalised.

Security Questions

Please select and provide answers to three security questions - we will use these answers if you forget your password and need to change it.

You must provide this information before continuing to the Home page.

Question 1:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:

SAVE AND CONTINUE

Choose 1 question from the drop-down box for each question and type in your answer and click "save and continue".

These security questions will help you access your account if you forget your password.

Returning Students

You will already have a CAMS account activated.

New Users

To apply for funding you must first activate your user account.

You will require your Student Reference Number to activate your account which is stated clearly in your activation email.

Click here for Online Funding Application Guidance

ACTIVATE ACCOUNT

Returning Users

If you have already have an account please login below

Student Reference Number:

Password:

*

LOG IN

Forgotten your password?

Enter your student reference number and the password you created when you first activated your account and click "Log In" in the green Returning Users section

If you have forgotten your password, click "Forgotten your password

Forgot your password

Please enter the following details and click on Next Step

Step 1

Student Reference Number

Surname

Date of birth (dd/mm/yyyy)

CANCEL   NEXT STEP

Enter your Student Reference Number, Surname and Date of Birth and click "NEXT STEP"

Forgot your password

Please answer the following security question and click on Next Step

Step 2

What is the name of the first street you lived on?

CANCEL   NEXT STEP

Enter the answer to your security question

Forgot your password

Please enter your new password and click Change Password

Update password

Password:

Confirm password:

CANCEL   CHANGE PASSWORD

Type in a new password and confirm password.

You can now log in using your new password.

You are now logged in to your Student Funding "CAMS" account and can begin applying for funding.

| HOME | ACCOMMODATION | CHILDCARE FUND | DISCRETIONARY | COMMUNICATION |

Application Status:

Correspondence will be sent to

Accommodation Fund Application

Course Details	Application Status	
		NEW ACCOMMODATION FUND APPLICATION

Childcare Fund Application

Course Details	Application Status	
		NEW CHILDCARE FUND APPLICATION

many as apply to you

- ☐ Dyslexia
- ☐ Blind/are partially sighted
- ☐ Deaf/have a hearing impairment
- ☐ Wheelchair user/have mobility difficulties
- ☐ Mental health difficulties
- ☐ Physically disabled
- ☐ Other

Are you a care leaver? *   ○ Yes   ● No

Click on "NEW CHILDCARE FUND APPLICATION"

You have now accessed the application, go through and carefully answer each question.

Once you have completed a page, click the arrow to take you to the next page.

The right arrow will take you to the next page and the left arrow will take you back a page throughout the application

You can save your progress at any time by clicking on the disc symbol at the bottom of the page.
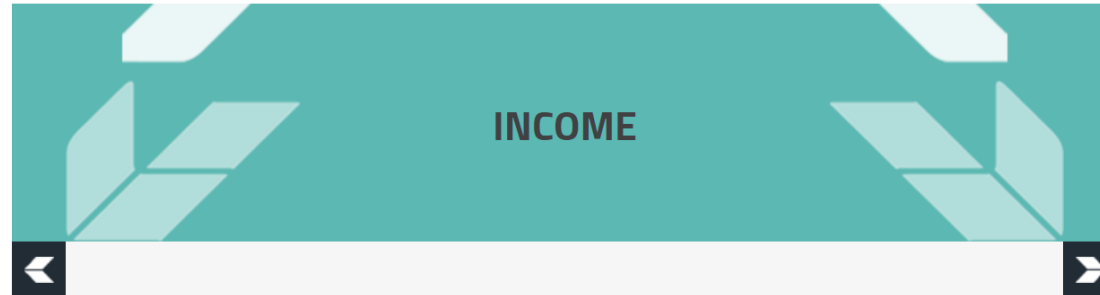
Personal Details

- ✅ Personal Details
- ✅ Other Personal Details
- ✅ Income
- ❌ Expenditure
- ❌ Bank Account Details
- ❌ Declaration
- Upload Required Evidence
- Submit Application

INCOME

◄ ►

Please specify your weekly income details below, enter zero if appropriate

Income

Income from Benefits *   0.00

Once a page has been fully completed and saved the red cross will turn to a green tick.

All sections must be green to allow you to submit your application.

- Bank Account Details
- ❌ Declaration
- Upload Required Evidence
- Submit Application

Verification Messages:

- You cannot claim childcare for children born before 21/08/2007

Please enter details of all children under the age of 12 for whom you wish to claim childcare.

Details of your children

Name of child	Date of birth	Chilcare Provider		
▮▮▮▮▮	22/12/2005	The Gowdie Club	⊙ Edit	⊙ Remove

ADD CHILD DETAILS

If you see a red warning appears after you answer a question, then please read it carefully and ensure that you have answered the question correctly and you are happy to proceed.

- ✓ Personal Details
- ✓ Other Personal Details
- ✓ Income
- ✓ Expenditure
- ✓ Bank Account Details
- ✗ Declaration
  - Upload Required Evidence
  - Submit Application

## UPLOAD REQUIRED EVIDENCE
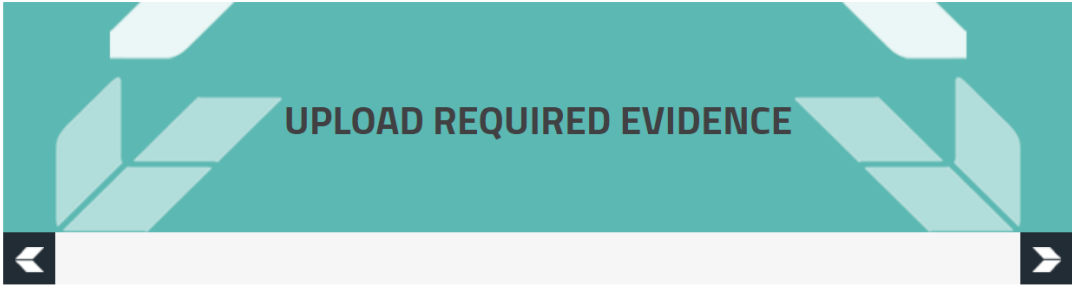
Verification Messages:

- You must provide all requested evidence

To complete your application we require the following evidence. You can upload a maximum of 5 documents as evidence for this checklist item. To upload a document click on the "Upload Evidence" button for the relevant checklist item. If you

When you have completed all pages of the application then all the ticks should be green.

If you see a red tick click on "SUBMIT APPLICATION"

- ✓ Personal Details
- ✓ Other Personal Details
- ✓ Income
- ✓ Expenditure
- ✓ Bank Account Details
- ✗ Declaration
  - Upload Required Evidence
  - Submit Application

SUBMIT APPLICATION
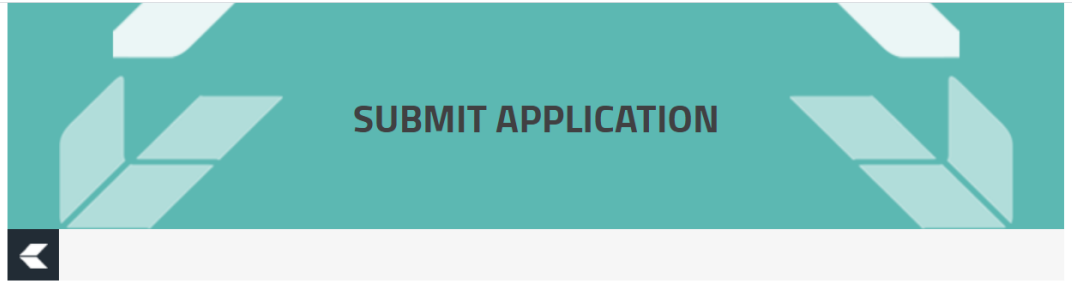
Please click the Submit Application button to submit your application. Once it has been submitted you will not be able to edit it further.

You can monitor the status of your application via the Applications section of the Home page.

✗ Unable to submit your application due to the following errors:

- ▶ **Please specify that all information above is true**
- ▶ **You must provide all requested evidence**

This will show you what information is missing. You can click on each point and it will take you to the relevant page.

UPLOADING EVIDENCE

Once you have completed all questions you will then be required to upload evidence to support your application.

- ✓ Bank Account Details
- ✗ Declaration
- Upload Required Evidence
- Submit Application

Verification Messages:

- You must provide all requested evidence

- ✓ Declaration
- Upload Required Evidence
- Submit Application

Unable to provide evidence

~~Evidence to support checklist 'ID Documents'~~

for this checklist item. To upload a document click on the "Upload Evidence" button for the relevant checklist item. If you are unable to upload any evidence for a specific checklist item click on the "Unable to Upload Required Evidence" button.

ID Documents

Birth Certificate OR Passport OR FULL UK DRIVERS LICENCE

Evidence Provided

| UNABLE TO UPLOAD EVIDENCE | UPLOAD EVIDENCE |

Over 25 - Not supported by spouse and live alone

Please submit Mortgage OR Tenancy Agreement in your name. If you reside with a parent/friend you should submit a recent bank statement or household bill in your name to confirm you reside there.

Evidence Provided

| UNABLE TO UPLOAD EVIDENCE | UPLOAD EVIDENCE |

A "checklist" will appear listing the documents required.

You can upload the requested document to each checklist item by clicking on "UPLOAD EVIDENCE."

**Upload the requested document from your device.**

If you are unable to upload the requested document currently, click "UNABLE TO UPLOAD EVIDENCE"

Read the information then click "UNABLE TO PROVIDE EVIDENCE"

SUBMITTING YOUR APPLICATION

Once you have entered all your information carefully and uploaded all the requested documents, it's time to submit the application.

- ✓ Personal Details
- ✓ Other Personal Details
- ✓ Income
- ✓ Expenditure
- ✓ Bank Account Details
- ✓ Declaration
- Upload Required Evidence
- Submit Application
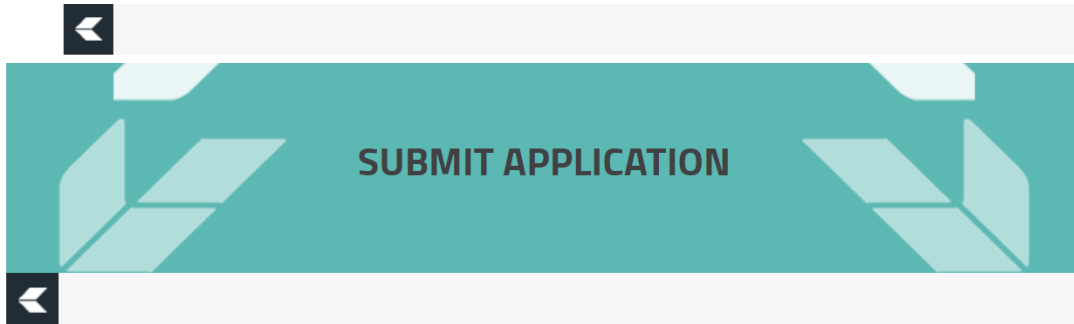
SUBMIT APPLICATION
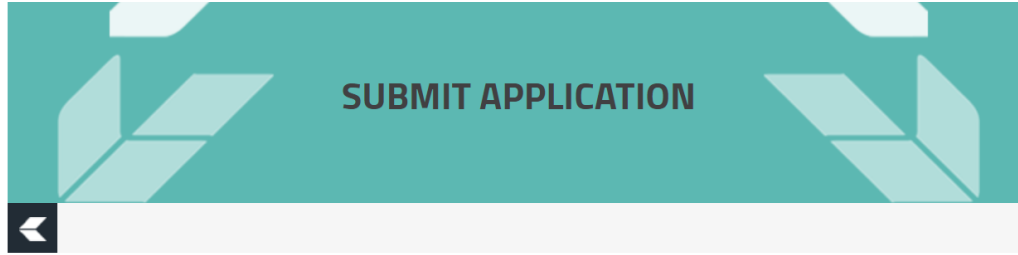
Please click the Submit Application button to submit your application. Once it has been submitted you will not be able to edit it further.

You can monitor the status of your application via the Applications section of the Home page.

SUBMIT APPLICATION

Click "SUBMIT APPLICATION"

- ✓ Personal Details
- ✓ Other Personal Details
- ✓ Income
- ✓ Expenditure
- ✓ Bank Account Details
- ✓ Declaration
- Upload Required Evidence
- Submit Application

SUBMIT APPLICATION

Thank you for submitting an Accommodation Application.

You have agreed to provide evidence for the following items:

- ID Documents
- Mortgage / Tenancy Details
- SAAS Award Letter with Proof of Fees & Proof of Applying for Maximum Student Loan

Evidence can be uploaded via the "Required Evidence" section in your application.

If there are any documents still to be uploaded, a reminder checklist will appear.

This will also be emailed to you.

Your application is now submitted.

PLEASE READ OVER YOUR APPLICATION AGAIN BEFORE SUBMITTING IT AS YOU WILL BE UNABLE TO MAKE CHANGES TO IT ONCE SUBMITTED. IF YOU HAVE MISSED SOMETHING OR INCORRECTLY COMPLETED THE APPLICATION YOU MUST ADVISE US VIA THE COMMUNICATION TAB WHICH YOU WILL FIND WHEN YOU LOG ONTO YOUR ONLINE ACCOUNT.

You do not need to scan documents to upload them, we accept photos of your documents or screenshots from official websites as long as they can be clearly read, show the full page of documents or show the browser bar and names if it's screenshots from a website.

Funding is allocated on a first come-first served basis, therefore please do not delay when applying for your funding or submitting the required documentation as stated on your acknowledgement email.

Please forward all requested documents within the next 14 days of applications being made in order that your funding application is not delayed. Applications can take up to 4 weeks to process so please be patient; however, it may take longer in busy periods.

If you wish to contact us, you can email us at studentfunding@wcs.ac.uk ensuring that you state clearly your enquiry and give a contact telephone number.

Regards

Student Funding Team
West College Scotland