



UNIVERSITY OF
WEST LONDON
The Career University

Guidance and Support for Care Experienced Students



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Welcome to the University of West London

Studying at university is an exciting, enlightening and extremely rewarding experience. You will have the opportunity to specialise in an academic field, develop skills to help you in your future career and personal life, take part in a wide range of extra-curricular activities and make new friends. As you take this step, it is important to have information on the assistance available to you.

At the University of West London (UWL) we support students of all ages and backgrounds to succeed in higher education. We understand that the experience of Care Experienced Students (CES) may differ from other students and there may be specific areas in which you would like further information.

This guide has been designed to provide you with key information to aid you in your decision to attend university, as well as details

of the support available to CES should you wish to access this. Be sure to read through this guide and start your preparations for life as a university student.

The University of West London defines a Care Experienced Student as:

- a person who has been living with foster carers or in a children's home for at least 13 weeks and who was in care on their 16th birthday.
- a person preparing to leave the care of their local authority and coming to university on a full time basis to study an undergraduate course (first degree).
- a person who has told us about their care background and will be able to provide evidence that they have been in care.



Pre-entry support


Application advice and guidance


Choosing to go to university is an important decision. UWL can provide impartial advice regarding your application to the University, courses available, funding, budgeting and welfare support. As a Care Experienced Student you can speak to us to help you make informed decisions about the options available to you.

We can support you with a number of areas including your personal statement, applying to our accommodation or visiting sites for a bespoke tour.

If you are a Care Experienced Student and would like details regarding any of the above areas, please contact:

Krishna Maroo
Outreach Manager and
Designated Member of Staff
for Looked After Children

 020 8231 0195

 outreachteam@uwl.ac.uk

Open days

Our open days are a great chance for you to explore university life. They give you the opportunity to find out about UWL and the course you are interested in, see our facilities and meet our staff and students.

For our next open day, further information and to register please visit:

 uwl.ac.uk/open

For open days and visits to UWL, the Outreach Team may be able to support care-experienced learners with the cost of travel to and from campus, within reasonable limits.



Post-entry support

Funding

The main student finance package is from Student Finance England (SFE) for a new student starting in September or in January and includes:

- Tuition Fee Loan.
- Maintenance Loan.
- Supplementary grants – according to your specific situation. If you have dependent children, disability and learning difficulties.

There are also additional sources of financial support that you can apply for directly from the University. These include:

Full-time Undergraduate Bursary Scheme

UWL provides up to 400 bursaries to UWL full-time undergraduate students.

The bursary consists of a £1,500 award payable over three academic years. Student receive £500 (per academic year) towards the cost of study, including the cost of learning materials, catering outlets, accommodation and transport costs. Further details can be found at:

 uwl.ac.uk/bursaries

Care Experienced Student Bursary

If you are from a care background, you may be eligible to receive a £500 award for each academic year you attend UWL over the first three years. As well as support with accommodation and living costs.

To be eligible for the CES Bursary, you will need to be a UK home fee paying student, under 25 years of age and have spent a minimum of 13 weeks in the care of a UK local authority with at least one day being since the age of 14, including on or after your 16th birthday.

Discretionary Support Fund

This is a discretionary fund to support students in times of financial hardship. Whilst this support is not guaranteed, Care Experienced Students are one of the priority groups for receipt of this fund.

Accommodation

We understand how important it is for our students to have a secure, suitable living environment whilst studying.

Care Experienced Students are made a priority for student accommodation. We can also support students to find private accommodation should they wish.

Students who will be commencing their studies at UWL can apply for student accommodation with our local purpose built student accommodation providers.

Chapter White City and Holbrook are located in either North Acton or East Acton, with quick access to Ealing Broadway station and the UWL shuttle bus to our Ealing and Brentford sites.

We also offer a range of university-managed shared flats and houses and accommodation at the Student Village and Reynard Mills. These options are perfect for groups of friends who want to get their own place or for individuals who are looking for something a bit different.

Further details can be found at:

 uwl.ac.uk/accommodation

Ongoing support

We all need to access support from time to time. There is ongoing support available to students at the University throughout the duration of their course.

Once you have enrolled, we have a designated member of staff within the Welfare Team, who you can speak with in confidence about any aspect of university life and who will ensure that you are taking advantage of the various benefits and scholarships the University has on offer. You are not obliged to take up this support but it is available to you for the duration of your time with us. From time to time we may contact you about new opportunities and support on offer.

You can find out more information by contacting:

Grace Ngochinya
Student Welfare Advisor

 020 8231 2313


 studentwelfare@uwl.ac.uk

Careers and employment

The University's Careers and Employment Service supports students in getting connected to the world of work, enabling you to become more employable, now and in the future. It provides careers advice, an employment service, placement support and volunteering opportunities for all UWL students. The service provides support to all students throughout their degree as well as for three years post-graduation.

To access this service please contact the:


Careers and Employment Team

 020 8231 2701

 careers@uwl.ac.uk

If you would like support in applying for accommodation or if you would like further information on the support available please contact:

Munawar Ahmed
Accommodation Manager

 020 8231 2335

 accommodation@uwl.ac.uk



Student support and mentoring service

UWL offers a mentoring service to all students. Having a mentor is one of the best ways to help you acclimatise to university life and maximise your student experience, academically and socially. If you wish to access this service you will be paired with a student mentor who has already progressed further on their course and who will be able to provide ongoing support through regular meetings. They can share their experience of university life and their course to help you gain a greater understanding of what is required.

Study support

Study support is available to all UWL students who wish to develop their academic skills. Workshops, dissertation writing courses and one-to-one tutorials are offered throughout the year.

For further information about mentoring and support, please contact the:

Study Support Team



study.support@uwl.ac.uk

Frequently asked questions

How can I find out more about the UWL to help me decide if I want to apply?

Attending an open day will give you the chance to have a tour of the University and its facilities. You will find out more about the courses available and have your questions answered by staff and students. Alternatively if you have a specific question or concern you can contact Krishna for information and support (see page 4 for details).

How do I provide evidence that I have been in care?

To ensure you get the best support from both your local authority and from the University we will ask you for a letter from your social worker confirming that you are a Care Experienced Student OR you can instead choose to complete a short form detailing which local authority you were in care with. This information will only be viewed by the Welfare and Advice student support team and is simply used to verify your eligibility and ensure you are able to access the support available to you.

Will you share my personal information?

Any information that you share with us will be treated confidentially unless you give permission for the information to be shared. This will not affect your application to us.

We understand that some students prefer not to be identified as a Care Experienced Student. The support available for Care Experienced Students is confidential and discreet. You can take up as much or as little support as you wish to.

Care Experienced Student Bursary Application


The bursary of £500 will be in installments for the first three academic years you enroll. Timing of payments may be agreed. This does not have to be repaid. This bursary is to help you towards your accommodation and living costs.

The payment for your CES Bursary will be made by the University to the same bank account which you use to receive your Student Finance payments. Therefore, your Student Finance will need to have been processed and approved before your CES Bursary payment can be made to you. We advise you to make your Student Finance application in advance of the start of each academic year at UWL as soon as you are able – ideally at least two months before you are due to start the academic year. This should ensure that your Student Finance is processed in good time by Student Loans Company and that you have a base level of financial support throughout your studies at UWL, as well as being able to receive your CES Bursary payments.

If you require any support with your Student Finance application, get in touch with the Student Advice Team and book via:

 studenthub.uwl.ac.uk

The form is available to complete online. To access it please visit:

 studenthub.uwl.ac.uk

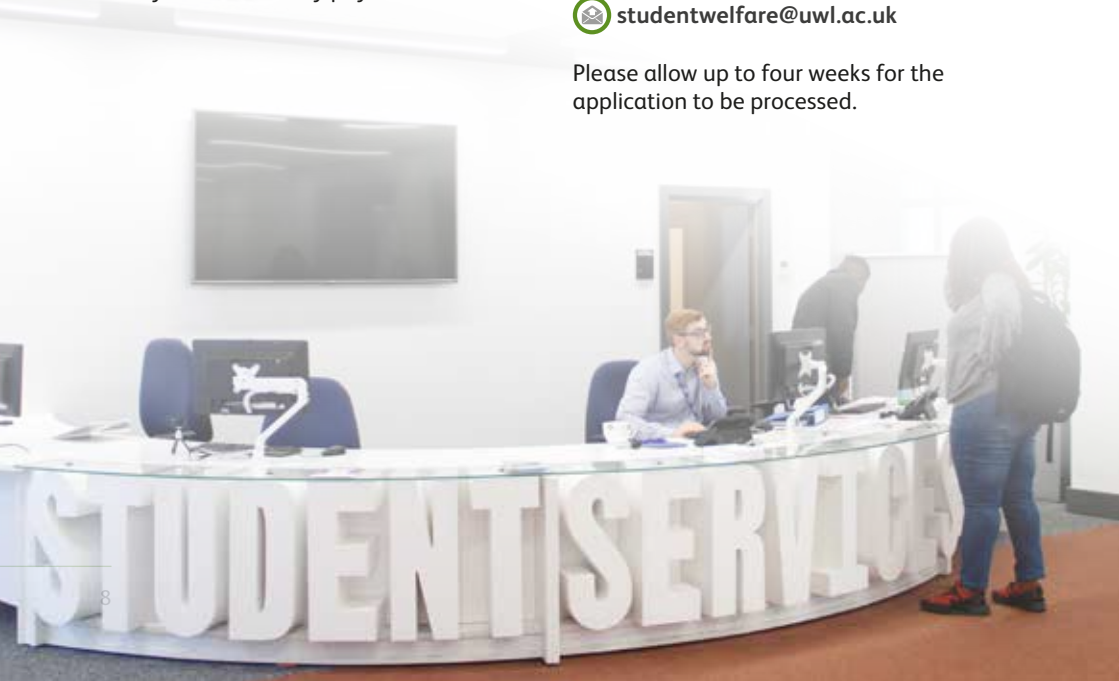
If you are unable to complete the form online, please complete all sections of the form on **pages 11 and 12**, and return it, together with the relevant supporting documents, to:

**The Welfare Team
Student Services
University of West London
St Mary's Road
Ealing, London
W5 5RF**

You can also email the completed form to:

 studentwelfare@uwl.ac.uk

Please allow up to four weeks for the application to be processed.



Guidance notes for completing your application form

Section 1:

Please fill in your personal details in CAPITAL letters. All correspondence will be sent via your UWL email account.

Section 2:

In this section you need to tick the correct box. If you tick that you are or have been in Local Authority Care, you will need to state the name of the Local Authority.

Section 3:

Please tick the correct box. In order to be eligible for the Care Experienced Student Bursary, you need to be a UK home fee paying student, under 25 years of age and spent a minimum of 13 weeks in the care of a UK local authority with at least one day being since the age of 14, including on or after your 16th birthday.

Section 4:

In order for your application to be considered, you MUST provide original hard copy evidence of your Care Experienced Student status from your Local Authority. Tick to ensure you have included your documents.

Section 5:

Please tick and sign to verify you have read the form carefully and ensured that all information entered is correct. False, forged or misleading information will automatically disqualify your application.

Please return your completed form to the Welfare Team at Student Services.

Privacy and data protection

The University of West London is committed to the protection of individuals' rights and privacy.

The Student Services Department follows University policy in matters of data protection. The data requested in this form is processed in accordance with the General Data Protection Regulations (2018) and the Data Protection Act 2018 which together form the Data Protection Legislation.

Personal data will be used solely in the department for statistical purposes and electronic records keeping. The data will not be passed to any other third party without your consent, except when the University is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Director of Student Services.

For full details of how we use and protect your data, please visit:

 uwl.ac.uk/privacy



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Key Contacts

Student Welfare Advisor

Grace Ngochinya
020 8231 2313
studentwelfare@uwl.ac.uk

Outreach Manager and Designated Member of Staff for Looked After Children

Krishna Maroo
020 8231 0195
outreachteam@uwl.ac.uk

Accommodation Manager

Munawar Ahmed
020 8231 2335
accommodation@uwl.ac.uk

Study Support Team

020 8209 4172
study.support@uwl.ac.uk

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Boston Manor Road
Brentford
Middlesex TW8 9GA

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Int: +44 (0)20 8231 2468

uwl.ac.uk

Placements and Employment

020 8231 2700
talentbank@uwl.ac.uk

Wellbeing Team

020 8231 2739
wellbeing@uwl.ac.uk

Student Advice Team

020 8231 2591
studentadvice@uwl.ac.uk

TogetherAll

An online community available 365 days a year, 24/7 for anyone experiencing mental health concerns or issues. You can sign up for free:
togetherall.com

Student Hub

To book appointments or complete your CES application form, visit:
studenthub.uwl.ac.uk



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[University of West London](https://www.youtube.com/UniversityofWestLondon)

Care Experienced Student Application Form

Section 1: Personal details (please use CAPITAL letters)

Academic year applying for: Y Y Y Y / Y Y

Title (eg Ms/Mrs/Mr): Gender:

Surname (Family Name):

Previous Surname (if changed):

First Names (s):

Date of birth: D D / M M / Y Y

UWL Student ID Number:

Address whilst at UWL:

Post Code

Permanent address

Post Code

Telephone: Home

Telephone - Work:

Telephone - Mobile:

UWL E-mail:



Section 2: Local authority and care details

I confirm that I am in Local Authority Care.

I have previously been in Local Authority Care.

Please state which Local Authority you are/were in care with, and details of your current Social Worker/ Personal Advisor.

Section 3: Eligibility criteria

I am a UK home fee paying student.

I am under 25 years of age.

I have spent a minimum of 13 weeks in the care of a UK local authority with at least one day being since the age of 14, including on or after my 16th birthday .

I have made my Student Finance Application.

Section 4: Supporting documents

I have included a copy of the original evidence of my Care Experienced Student status from my

Section 5: Declaration

I declare that the information that I have given is correct and complete to the best of my knowledge and that the document provided are genuine.

I understand that giving false, forged or misleading information will automatically disqualify my application.

Full Name (CAPITAL):

Signature:

Date:

/ /

OFFICE USE ONLY

Applicant name:

Student ID:

Date received:

/ /

Please return this form to the Welfare Team at Student Services.

