**Financial Support**

**Childcare Application form 2020-21**

To be completed by students aged 20 or over in conjunction with the Financial Support application form.

**Please ask about Care to Learn childcare funding if you are aged under 20.**

You will need to complete a separate Childcare application form for each childcare provider that you use.

**PART 1: Your details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Student Number: |  | Name: |  |
| **Course Title:** |  | | |

**I am applying for a contribution \*\* towards my childcare costs on the following days I attend college and placement:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| Enter course hours each day including lunch  eg 9am -3pm |  |  |  |  |  |

**\*\* …funding given based on the following income levels**

£25,000 (or in receipt of certain benefits) and below = **100%** £25,001 - £30,000 = **50%** £30,001 – £35,000 = **25%**

|  |  |  |
| --- | --- | --- |
| **CHILD’S FULL NAME** | **DOB** | **AGE** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Student declaration:**

**I understand that:**

Payments will be backdated to the start of the half-term in which the childcare application form is approved. Any childcare provided before then will need to be paid for by me.

The College pays a contribution towards my childcare costs, up to a maximum of **£160.00** per week per child term-time only and the amount funded is dependent on my individual circumstances.

I am responsible for paying any outstanding balance after the College contribution has been deducted.

I am responsible for paying registration fees, holiday retainers, meal and snack fees and any activity fees or other additional costs required by my childcare provider.

No payments are made for Bank Holidays and holidays taken during term-time; if I go on holiday during the College’s term-time and childcare costs are incurred, I am responsible for paying them and if I book sessions but subsequently my child does not attend, without a valid reason, I am responsible for paying for the missed sessions.

If my child is entitled to the 15 or 30 hour nursery grant, these hours must be used towards the childcare costs incurred whilst studying and the College’s Learner Support Fund will cover the excess hours after the grant hours have been deducted.

Payments are dependent on my continued attendance at College; if it should fall below 90% payment may be withheld.

After 2 consecutive weeks’ absence from College or if I am withdrawn from my course, my childcare provider will be given notice of the withdrawal of funding and I shall be required to pay any fees incurred during their required notice period.

If I withdraw from my course, I may be invoiced for payments made by the College and I am responsible for paying any monies owing.

College contributions could change mid-year if my timetable or childcare requirements change or if the fees alter.

**I confirm that:**

**The information provided on this form is, to the best of my knowledge, correct and true.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Signature** |  | **Date** |  |

**Document checklist:**

Please provide the following documents (in addition to the income/benefits evidence provided with the financial support application) with your childcare application:

1. Full birth certificate for each child listed above.

2. Child benefit award letter for each child listed above.

3. Tax credit award letter for 2020-21 or Universal Credit statement showing details of any childcare element you currently receive.

4. Letter for 2 year old 15 hours funding eligibility (if applicable).

5. Letter confirming 3 year old 15 hour funding (if applicable).

6. Copy of your timetable.

|  |  |  |  |
| --- | --- | --- | --- |
| **Payment Schedule** | | | |
| **4 weekly periods**  **(term weeks)** | **Return sent** | **Returns received by** | **Payment date** |
| w/c 7th Sept to w/c 28th Sept | 28th September 2020 | 6th October 2020 | 8th October 2020 |
| w/c 5th Oct to w/c 2nd Nov | 2nd November 2020 | 10th November 2020 | 12th November 2020 |
| w/c 9th Nov to w/c 30th Nov | 30th November 2020 | 8th December 2020 | 10th December 2020 |
| w/c 7th Dec to w/c 11th Jan | 11th January 2021 | 19th January 2021 | 21st January 2021 |
| w/c 18th Jan to w/c 8th Feb | 8th February 2021 | 16th February 2021 | 18th February 2021 |
| w/c 22nd Feb to w/c 15th Mar | 15th March 2021 | 23rd March 2021 | 25th March 2021 |
| w/c 22nd Mar to w/c 26th Apr | 26th April 2021 | 4th May 2021 | 6th May 2021 |
| w/c 3rd May to w/c 24th May | 24th May 2021 | 1st June 2021 | 3rd June 2021 |
| w/c 7th Jun to w/c 28th Jun | 28th June 2021 | 6th July 2021 | 8th July 2021 |

**PART 2: To be completed by your childcare provider:**

Please provide details of the childcare you are providing for the above named student. Please indicate which sessions are funded by the free 15 hours if applicable.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Nursery/Childminder | | | Nursery/Childminder | | | | Breakfast Club | | | After School Club | | |
| Session Rate | | | Hourly Rate | | | | Session Rate | | | Session Rate | | |
|  | | |  | | | |  | | |  | | |
| **From** | **To** | **Cost** | **From** | **To** | **Total no of hours** | **Cost** | **From** | **To** | **Cost** | **From** | **To** | **Cost** |
| MON |  |  | £ |  |  |  | £ |  |  | £ |  |  | £ |
| TUE |  |  | £ |  |  |  | £ |  |  | £ |  |  | £ |
| WED |  |  | £ |  |  |  | £ |  |  | £ |  |  | £ |
| THU |  |  | £ |  |  |  | £ |  |  | £ |  |  | £ |
| FRI |  |  | £ |  |  |  | £ |  |  | £ |  |  | £ |
| If the free 15 hours/5 free sessions do not cover the full costs of childcare required, how many additional hours or sessions need to be paid for? | | | | | | | | | | | | | |

**Please note:** The College will pay childcare during the College’s term-time only.

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| --- |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you accept the 15 hour nursery grant? | YES/NO | Autumn | Spring | Summer |
| How many weeks’ notice is required to discontinue childcare? |  | 07 Sep – 23 Oct | 05 Jan – 11 Feb | 12 Apr – 28 May |
| Do you require payment if a session is booked but not attended? | YES/NO | 02 Nov – 18 Dec | 22 Feb – 26 Mar | 07 Jun –02 Jul |

**Childcare Provider Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Company name |  | **BANK DETAILS** | |
| Ofsted registration number |  |
| Contact name |  | Bank name | |
| Address |  | Name on account | |
| Postcode |  | Sort code |  |
| Telephone |  | Account no |  |
| Email address |  |  | |

**Childcare Provider's declaration:**

**I understand that:**

Payments will be backdated to the start of the half-term in which the childcare application form is approved. Any childcare provided before then will need to be paid for by the student.

The College pays a contribution towards childcare costs, up to a maximum of **£160.00** per week per child term-time only and the amount funded is dependent on a student’s individual circumstances.

The student is responsible for paying any outstanding balance after the College contribution has been deducted.

The student is responsible for paying registration fees, holiday retainers, meal and snack fees and any activity fees or other additional costs required by the childcare provider.

No payments are made for Bank Holidays and holidays taken during term-time; if the student goes on holiday during the College’s term-time and childcare costs are incurred, the student is responsible for paying them and if a session is booked but subsequently the child does not attend, without a valid reason, the student is responsible for paying for the missed sessions.

If a child is entitled to the 15 or 30 hour nursery grant, these hours must be used towards the childcare costs incurred whilst studying and the College’s Learner Support Fund will cover the excess hours after the grant hours have been deducted.

Payments are dependent on the student’s continued attendance at College; if it should fall below 90% payment may be withheld.

After 2 consecutive weeks’ absence from College or if the student is withdrawn from their course, I will be given notice of the withdrawal of funding and the student shall be required to pay any fees incurred during our required notice period.

I shall be notified, by email, once a student’s application has been approved and will be sent a copy of the childcare agreement outlining how much the College will contribute each week.

A 4 weekly return will be sent by the College, to confirm a child’s continued attendance at the childcare provider, and payment will only be made by the College on receipt of this completed return.

All payments will be made direct to the childcare provider, by BACS, 4 weeks in arrears.

The childcare provider’s contract is with the student NOT the College.

College contributions could change, mid-year, due to changes in the student's timetable, but I shall be given notice.

**I confirm that:**

The above is a true record of care supplied and I will notify the College if there are any changes to childcare provision.

I understand the points listed above.

The information provided on this form is, to the best of my knowledge, correct and true.

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff Signature** |  | **Date** |  |
| **Position** |  |

**What happens next:**

* Check both you and your childcare provider have signed the form and you have all the required documents.
* Submit your completed Financial Support and Childcare application forms, with the appropriate evidence where required, to a member of the Student and Learning Services staff, in the Hexagon, or e-mail the form with scanned/uploaded documents to studentmoney@lmc.ac.uk.
* You will receive a text message, within 10 days of receipt of your form, to the mobile number stated in section 1, stating what financial support has been approved or if more information is required. You will also be asked to come and sign your childcare agreement which outlines how much we can contribute towards your childcare.
* Your childcare provider(s) will be informed that you have applied for help with funding and they will be sent a copy of your childcare agreement and payment arrangements.

**If you are unhappy with the decision made about your application you can appeal, in writing, to Philippa Howsley, Head of Learner and Student Support (01524 521481)**

**Privacy Notice (How we use your personal information)**

As part of the assessment and delivery of financial support we collect your personal details. We will use your information for purposes related to your application for financial support. This information is processed as part of our public interest task of providing education and training.

The College Privacy Notice can be found at https://www.lmc.ac.uk/the-college/college-policies/privacy-statement-cookiepolicy. This outlines why we collect your personal information, the lawful basis for processing your data, how we share your data, how long we keep your personal information, how we transfer your personal information outside of Europe, any automated decisions we take about you and your rights under the General Data Protection Regulation.

