

LMC LEARNER SUPPORT FUND CHILDCARE APPLICATION FORM 2022-23



To be completed by students aged 20 or over in conjunction with the on-line Learner Support Fund 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 -4pm					

*** sliding scale of funding based on household income levels, from earnings, before tax:**

£25,000 and below or in receipt of a means-tested benefit = **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 and the childcare agreement signed. 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.

Funding will stop if I withdraw from College or after 4 consecutive weeks absence; after 2 consecutive weeks absence both myself and my childcare provider will be given notice of the intention to withdraw funding and my last day of funding will be the last day I attend College. I shall be required to pay any fees incurred during my provider's 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 on-line 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. 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.

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 or 30 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			£				£			£			£
<p>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?</p>													

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

Do you accept the 15 or 30 hour nursery grant?	YES/NO	Autumn	Spring	Summer
How many weeks' notice is required to discontinue childcare?		5 Sep – 21 Oct	4 Jan – 9 Feb	17 Apr – 26 May
Do you require payment if a session is booked but not attended?	YES/NO	31 Oct – 16 Dec	20 Feb – 31 Mar	5 Jun – 30 Jun

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 and the childcare agreement signed by the student. 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.

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.

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

Funding will stop if the student withdraws from College or has 4 consecutive weeks absence; after 2 consecutive weeks absence I will be given notice of the intention to withdraw funding and the last day of funding will be the last day the student attends College. The student shall be required to pay any fees incurred during our required notice period.

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	
Position	Date

What happens next:

- Check both you and your childcare provider have signed the form and you have all the required documents.
- Submit your completed on-line Learner Support Fund financial support application with your uploaded income/benefits evidence.
- Hand in your additional your childcare application form(s) to Student Money in the Hex with all relevant documents OR email the form with scanned/uploaded documents to studentmoney@lmc.ac.uk.
- You will receive a text, within 10 days of receipt of both your forms, to the mobile number stated in section 1, stating what childcare 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 Victoria Carter, Engagement Manager at v.carter@lmc.ac.uk

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.