



20+ Childcare Funding Application 2018-19

If you are aged 20+ at the start of your course, please complete this form.
 If you are aged below 20 at the start of your course please contact **Care to Learn** for your childcare funding (www.gov.uk/care-to-learn or 08001218989).

Part 1: Student Details - Please tick as appropriate

ID Number			
Age on 31 st August 2018		Date of Birth	
Surname		Forename	
Address		Postcode	
Mobile No.		Email	

Course Title		Course Level	
Tutor name		Campus	

Please tick below as appropriate to your timetable

	Mon	Tue	Wed	Thurs	Fri
AM					
PM					

Advanced Learning Loan

If your course fees are being paid for using an **Advanced Learner Loan**, your loan **must be approved before childcare funding can be approved** (please tick below as appropriate). **You can still submit the childcare form, but we cannot agree childcare funding support until you provide a copy of your Loan Approval letter.**

My Loan has been Approved (please tick)		I am awaiting my Loan Approval (please tick)	
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Name(s) of Child(ren) Requiring Funding.


Please provide a copy of the Birth Certificate of your child(ren).

If you need childcare for additional children later in the course, you must contact us to apply again.

Forename	Surname	Date of Birth

Household Information


THIS FORM IS ONLY PART 1 OF THE APPLICATION. WE HAVE NOT YET AGREED TO FUND YOUR CHILDCARE. PLEASE COMPLETE PART 2, THE **20+ CHILDCARE PROVIDER QUOTE FORM**

 Please tick below to indicate which circumstances relate to your household situation and **provide Evidence.**

Household Income – The most suitable evidence of household income is a **Tax Credit Award Notice.**

Do you receive any of the following? (Please tick) **You must provide proof of the household income**

Tax Credit (tick box)		State Benefits (tick box)		Asylum Support (tick box)		Wages (tick box)		Self Employed (tick box)	
Provide a copy of all pages of the Tax Credit Award Notice for 2018-2019 showing your total household income for the year. If you only have a Provisional or Review Tax Credit Award Notice, you must provide a recent bank statement.		Income Support, JSA, ESA, Universal Credit, Pension Credit, Housing Benefit – Please provide either, Bank Statements or Benefit Letter dated within the last 3 months.		If you are an Asylum Seeker supported under Part VI of the Immigration and Asylum Act 1999 please provide a Home Office letter and something showing ongoing support e.g. Azure Card/Aspen Card.		Provide copies of the last 3 months' worth of Wage Slips for all household incomes. We would prefer a Tax Credit Award Notice for 2018-2019 if you have one.		Provide a copy of your Annual Accounts for the year end April 2018 or SA302 Tax Calculation Form. We would prefer a Tax Credit Award Notice for 2018-2019	


 Please ask your **Childcare Provider** to complete the **20+ CHILDCARE PROVIDER QUOTE FORM 2018/19** (extra copies available on the college website)

Student Declaration

GDPR Consent Statement:

I, (Student Name) _____, hereby grant **Leeds City College** and the **Childcare Provider** authority to process my personal data for the purpose of allocating Learner Support Funds based on the privacy notice and the legal basis for processing.

I am aware that I may withdraw my consent at any time by using form GDPR REC 4.6A – Data Subject Consent Withdrawal Form. For full details on how the College will collect and use your personal data and to access the Data Subject Consent Withdrawal Form, refer to the Corporate documents section of the college website.

 **I understand and agree to the following:**

1. This form is only an application at this stage. **Funding has not been agreed yet.**
2. You will receive information about the progress of your application. If successful, you will receive a **Childcare Agreement** which **the Childcare Provider must sign and return to college by the published deadline.**
3. If my childcare application is successful, I authorise Leeds City College to enter into a Childcare Agreement with the Childcare Provider (s) which I have selected on my Childcare Provider Quote Form in relation to my child(ren) specified on this form.
4. Until a Childcare Agreement is returned, the college has not formally agreed to pay the cost.
5. Childcare Funding can only be agreed to help towards timetabled hours, term time only. (Holidays and Bank Holidays are not funded with the exception of May Bank Holiday which will be paid if the child would normally attend on this day).
6. Any additional childcare costs over the agreed amount such as late charges/fee increase and any sessions not previously agreed will not be funded
7. I understand if I choose to take holidays during term time, I will be responsible for paying the full childcare fees during that period.
8. I must inform College if I am thinking of changing childcare provider, as funding may not be agreed.
9. Attendance: Childcare Funding is based on my attendance. I must inform the Support Funds Team if I am leaving the college.

Student Signature		Date	
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Return your form to college reception. The reception will sign this page and give it back to you to keep.

Keep this page safe it is your proof of handing in a Childcare Application.

Student Name		Staff Name	
Student ID		Staff Signature	
Date		Date	

Important Notes

The 20+ Childcare Fund is part of the college's discretionary funds. The funds are limited, in high demand and are not guaranteed. Students must apply early and provide all evidence requested. This fund is in place to assist students with childcare costs to overcome barriers, which may prevent them from taking part in, or, continuing in learning. Those who apply will need to have their household income assessed.

Who is eligible to apply for help with childcare costs?

- ✓ You must be aged 20+ on 31 August 2018.
- ✓ You must be the parent, or, have parental responsibility for the child(ren) being claimed for.
- ✓ You must be in receipt of income assessed state benefits, or, have a total gross household income of £24,000 or below.
- ✓ You must be enrolled on an approved Government funded programme (ESFA, ESF, Publicly funded programme).
- ✓ You must meet the residency requirements (you can check this with college staff when you apply/enrol on the course)
- ✓ You must be timetabled for a minimum of **5 guided learning hours** in College **per week**.

What help may be available?

The college works in partnership with OFSTED registered childcare providers and makes payments directly to them on receipt of invoices. The payment amounts are agreed between college and provider as part of a Partnership Service Agreement. The college sets maximum limits of charges it will pay. These are a maximum of £50 per day or £28 per half day per child based on your actual timetable. The college will only support Term-Time places based on the college term dates. We cannot pay additional charges that have not been agreed by college.

What you need to do and what happens next.

- ✓ As part of this Childcare application, the Childcare Provider must complete the **20+ Childcare Provider Quote Form 2018-19.**
- ✓ Make sure your childcare place is with an OFSTED Registered Childcare provider who agrees to our terms and conditions.
- ✓ **Return your Application and Quote Form with evidence to any of the college's receptions.**
- ✓ You must not enter into a contract with a childcare provider on behalf of the college. The college will write to you and the childcare provider with details of what we can fund once your application is approved and we have made agreements with the provider. **This may take up to four weeks after you have submitted your completed form.**
- ✓ If college agrees to fund your childcare and you need to change any of the arrangements, you must contact the Support Fund Team first. We cannot guarantee to fund new childcare arrangements that have not been agreed.
- ✓ If your attendance does not meet college requirements your childcare funding can be cancelled.