

# Application for Childcare Support

24/25

Student ID

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You must complete the financial support application form alongside this childcare form for your support claim to be assessed and valid.

## Section 1: Student Details

Student Name (Parent/Guardian of Named Child/Children):

## Section 2: Approved Childcare Provider Details

Approved Childcare Provider Name:

Registered By (Local Authority)

Registration Number




Address &amp; Postcode

Email

Telephone




Do you have public Liability Insurance?

☐ Yes ☐ No

Insured by

Have you received the students code for the 30 hours free childcare?

☐ Yes ☐ No

If Yes, how much has been granted?

## Section 3: Childcare Provider Billing Details

Payments are normally paid by BACS directly to the bank account provided.

The maximum amount we can normally pay is £6000 per child each academic year.

Account Name

Bank

Account Number

Sort Code





Billing Address

Please send monthly invoices to

FINANCE

Heart of Worcestershire College

Peakman Street

Redditch

B98 8DW

Or email to : [payments@howcollege.ac.uk](mailto:payments@howcollege.ac.uk)

## Section 4: Childcare Dates

Childcare Start Date

End Date

Total number of weeks. TERM TIME ONLY




### NOTE FOR STUDENT

Have you provided your approved childcare provider with your code to claim the 30 hours free childcare?



## Section 5: Child/Children Details

The college will only pay for the student's guided learning hours plus time allowed for travel to and from the childcare provider. We are unable to pay for lunches/snacks, this is the responsibility of the student.

Please give the notice period for childcare to be discontinued.

Name of Child

Age

Date of birth

	Mon	Tues	Wed	Thurs	Fri
No. of hours of care provided					
Session cost per day					

Name of Child

Age

Date of birth

	Mon	Tues	Wed	Thurs	Fri
No. of hours of care provided					
Session cost per day					

Name of Child

Age

Date of birth

	Mon	Tues	Wed	Thurs	Fri
No. of hours of care provided					
Session cost per day					

Name of Child

Age

Date of birth

	Mon	Tues	Wed	Thurs	Fri
No. of hours of care provided					
Session cost per day					

## Section 6: Important Information & Declaration

- Payments will only start once the student has enrolled and the application has been approved.
- All payments are based on student attendance and funding may be withheld if this falls below 90%
- If the student withdraws from the course, the student may be responsible for monies owing.
- Once funding has been agreed it will be paid on a monthly basis after you have invoiced us. Childcare providers will be required to produce a monthly report on the attendance of the student's child/children for any provision funded by the LSF before the invoice will be paid. The college should be notified immediately of any changes to provision or fees.
- The student has the responsibility for the payment of childcare unless the college has formally agreed to contribute to the cost.

### CHILDCARE PROVIDER DECLARATION ONLY

I confirm that the above is a true record of the care provided and I will notify the college if there are any changes.

I understand the important information listed above and the fees are those that are normally charged and we will notify the college a month in advance of any changes.

Signed

Date

Name

Position

## Section 7: Eligibility

To be eligible for a childcare grant you must meet the following conditions:

- **You must complete a financial support application for the Learner Support Funds and meet the general eligibility criteria. No support will be given for childcare unless you have completed this form.**
- Your childcare provider must be registered with Ofsted.
- The childcare support you are applying for must correspond with the time/days you are in college (guided learning hours) plus time allowed for travel to and from the childcare provider.
- Your childcare costs must be reasonable – your costs should be comparable with local average costs for childcare. We reserve the right to refuse help where prices are unreasonably high and other alternatives are available.
- You must provide a copy of the birth certificate of each child you are applying for and a copy of your course timetable.
- You must be over the age of 20, if you are 16-19 you should apply to Care to Learn.
- If you are receiving the childcare element of working tax credit you are not eligible for help from the childcare support fund.

### FINANCIAL ASSISTANCE REGULATIONS

1. You must meet any costs not covered by the Learner Support Funds. This includes the childcare costs during Easter, Christmas, summer and half term holidays.
2. Awards will not exceed £160 per child per week.
3. If you qualify for financial assistance your award will be paid directly to your childcare provider on a monthly basis.
4. Full details of your award will be sent directly to the childcare provider.
5. Your award is conditional on you attending and progressing on your course. You will be expected to provide confirmation of your continued attendance at college throughout the year. Your course tutor will be asked to confirm your attendance throughout the year.

## Section 8: Student Declaration

- I declare that all the information I have given is truthful and correct. I understand I will be responsible for paying registration fees, meals and snacks and any activity fees/additional costs.
- I understand LSF money should only be used to support childcare during timetabled hours and if I wish to have additional childcare around this time I will pay for this.
- I understand that payments are based on my attendance and should it fall below 90% payment may be withheld.
- I understand that it is my responsibility to inform the financial support team should I withdraw from my course and I will be responsible for any future costs incurred.
- I understand that the college will only fund registered childcare providers.
- I understand that any funded hours from local authority/government will be allocated first to college study days. In instances when the childcare provider's policy is to split the funded hours equally over 5 days, this could also be accepted.

**It is essential to your application that you provide a copy of the birth certificate of the child/children you are applying for and a copy of your timetable.**

I have included a copy of Birth Certificate (for each child I have requested help with)

☐ Yes ☐ No

I have included a copy of my timetable

☐ Yes ☐ No

I will notify the college in advance of any changes, i.e I leave my course or reduce my timetabled hours.

☐ Yes ☐ No

Please sign or enter your name – you may be contacted to confirm your identity

Applicant signature

Date

I confirm the above declaration ☐

**Please return the completed form and evidence to:**

Redditch & Bromsgrove: studentfinance-redditch@howcollege.ac.uk

Worcester & Malvern: studentfinance-worcester@howcollege.ac.uk

☐ Entering my name into the signature field confirms that my intention to abide by the terms and conditions. I understand I may be contacted to provide further evidence.