



20+ Childcare Funding Application 2020-21

Use this form if you are aged 20 or over at the start of your course. If you are aged below 20 at the start of your course please apply for Care to Learn childcare funding www.gov.uk/care-to-learn

The 20+ childcare fund is for Further Education students only. Students on Higher Education courses should check entitlement for Childcare Grant from Student Finance England www.gov.uk/student-finance

⚠ FOR COLLEGE STAFF USE ONLY – Please use the following checklist to ensure the form is complete and supporting documents are included, then send to childcarefunding@leedscitycollege.ac.uk

Application form completed and signed		Evidence of child and their Date of Birth (Birth Certificate, or document with child's name included, e.g Child Benefit Letter, Tax Credit Award Notice, Universal Credit Statement)	
Copy of timetable confirmed by curriculum		Appropriate income evidence provided	
Childcare quote form completed and signed (this may be submitted later by email in cases where the student needs funding provisionally approved before confirming a childcare provider)		Evidence of Advanced Learner Loan (this may be submitted later if student is still awaiting approval, funding will not be agreed until the Advanced Learner Loan is approved)	
Staff Name	Date		

Part 1: Student Details

ID Number			
Age on 31 st August 2020		Date of Birth	
Surname		Forename	
Address		Postcode	
Email Address (Email will be the main way that we contact you)		Mobile	

Course Title		Course Level	
Tutor name		Campus	

Please tick below as appropriate to your timetable

	Mon	Tue	Wed	Thurs	Fri
AM					
PM					

⚠ Advanced Learner 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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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**

Name(s) of Child(ren) Requiring Funding.

Please provide a copy of the Birth Certificate or a current Child Tax Credit Award Notice as evidence 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

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

Household Income – We prefer evidence that shows the full household income and dependent children such as **Universal Credit Statement Tax Credit Award Notice, Asylum Seeker Home Office Letter**.

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

State Benefits (tick box)	Tax Credit (tick box)	Asylum Support (tick box)	Wages (tick box)	Self Employed (tick box)
Universal Credit, Income Support, JSA, ESA Pension Credit, Housing Benefit – Please provide either, Bank Statements or Benefit Letter/Statements dated within the last 3 months.	Provide a copy of all pages of the Tax Credit Award Notice for 2020/21 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 showing on-going payment.	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 and Bank Statements for all household incomes. We would prefer a Universal Credit Statement or Tax Credit Award Notice for 2020-2021 if you have one.	Provide a copy of your Annual Accounts for the year end April 2020 or SA302 Tax Calculation Form . We would prefer a Universal Credit Statement or Tax Credit Award Notice for 2020-2021 if you have one.

Please ask your **Childcare Provider** to complete the **20+ CHILDCARE PROVIDER QUOTE FORM 2020/21**

Student Declaration

GDPR Consent Statement:

I agree to Luminare Education Group and my Childcare Provider(s) processing my personal data for the purpose of allocating Learner Support Funds based on the privacy notice and the legal basis for processing and for this data to be held for 6 years from the time of application.

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 further details including our privacy notice, 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 **you and the Childcare Provider must sign and return to college by the published deadline**.
3. Until a Childcare Agreement is returned, the college has not formally agreed to pay the cost.
4. Childcare Funding can only help towards timetabled hours, term time only. (Holidays and Bank Holidays are not funded with the exception of May Day Bank Holiday which may be considered if this is chargeable by the provider and Monday is a timetabled day).
5. Any additional childcare costs over the agreed amount such as late charges/fee increase and any sessions not previously agreed will not be funded.
6. If you choose to take holidays during term time, you will be responsible for the full childcare costs during that period.
7. I must inform College before changing course/ timetable, childcare provider or hours of care, as funding may not be agreed.
8. Attendance: Childcare Funding is based on my attendance. I must inform the Support Fund Team if I am leaving the college or if I or my child has an absence of more than 2 weeks.

Student Signature

Date

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RECEIPT - STUDENT TO KEEP

Keep this sheet as a Receipt of handing in your 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. Applicants will be assessed by household income. **Students are expected to access all sources of childcare funding provided by local councils/government/employers, such as Free Early Education Entitlement, Childcare Elements of Tax Credits or Universal Credit and childcare vouchers before requesting college support.**

Who is eligible to apply for help with childcare costs?

- ✓ You must be aged 20+ on 31 August 2020.
- ✓ 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 meet one of the following income criteria:
 - if you are an AEB student, you must have a total annual gross **household** income of £26,000 or below;
 - if you are an Advanced Learner Loan students not on an Access to HE course, you must have an annual gross **individual** income below £25,000;
 - if you are an Advanced Learner Loan student on an Access to HE course for the first time and do not already have a level 3 qualification or above, there is no **income threshold**.
- ✓ 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 when you apply for the course)
- ✓ You must be timetabled for a minimum of **5 hours of classes guided by a tutor 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, set at £55 for a full day or £30 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. A maximum contribution of £7,000 is available per student for childcare costs.

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 2020-21**.
- ✓ Check that the provider you choose is OFSTED Registered and agrees to college's terms and conditions.
- ✓ Return your Application Form 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 you have a change of circumstance such as different course or timetable or you want to change providers or times of childcare you must contact the Support Fund Team. We cannot guarantee to fund childcare arrangements where there are changes in circumstances until we have checked the full details and have agreed.
- ✓ If your attendance does not meet college requirements your childcare funding can be cancelled.

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