



Childcare Support Application Form 2017/18

Name:		Student ID	
ADMIN USE ONLY: Application Process Status			
	Initials		Initials
On STAR		On Childcare Spread sheet	
On Childcare Tracker		Provider Reg Number:	
<i>It is important that you read these guidance notes carefully before completing this form:</i>			
1. Application form must be completed in black ink and in capital letters.			
2. Applications for financial support with childcare can be submitted at any point in the academic year but are subject to the availability of funds. Early applications are strongly advised.			
3. Applications must be submitted only to the Learner Support Funds Officer based in Student Services at the Kingsway centre of the college.			
4. Applicants must make an appointment with the Learner Support Funds Officer to initiate the application process. Appointments are available from 12 th June 2017. Failure to attend your appointment could affect your access to funds. During your interview you will also be required to read, sign and date a childcare funds contract to ensure you are fully aware of the terms and conditions upon which your childcare fees may be paid.			
5. Appropriate evidence must be supplied before your application can be processed.			
6. Evidence must be retained with your application so it is recommended that copies are provided.			
7. Childcare funds are allocated on a first come first served basis. Failure to return required evidence may result in your childcare application being treated as a 'late application' and will be subject to availability of funds.			
8. Funds may be redirected to other applicants if you do not complete each stage of the application process as required.			
9. Please check that all sections are completed and signed, any sections not complete may delay the processing of your application.			
10. College email addresses will be used to inform you of any important information about your childcare support including non-payment of childcare invoices. Please ensure you know how to access your college account.			
11. Copies of this form can be downloaded from the college website.			
12. If your timetable changes you will need to provide the Learner Support Fund team with a copy. Where this is the case the level of childcare support you receive may need to be reassessed.			



Childcare Support Application 2017/2018

IMPORTANT: Please complete all parts of this form in block capitals.

Section 1: Personal Details			
First Name:		Age as of 31.08.17:	
Surname:		Date of Birth:	
Student No:		Mobile Number:	
Email address:			
Course Title:		Level of Qualification:	

- Please note: your college email address may be used to communicate vital information about your support.

Section 2: Eligibility (Please tick the criteria that best describes your circumstances)		Evidence Required
I am aged 20+ and I am currently in receipt of: <ul style="list-style-type: none"> • Universal Credit <input type="checkbox"/> • Income Support <input type="checkbox"/> • Income based Job Seeker's Allowance/Employment and Support Allowance <input type="checkbox"/> • Support under the Immigration and Asylum Act 1999 <input type="checkbox"/> • The guarantee credit element of State Pension Credit <input type="checkbox"/> • In receipt of tax credit (excludes Working Tax Credit) and have an annual household income that does not exceed £17,000 <input type="checkbox"/> 		<i>Evidence of eligibility should be postmarked within the last 6 months.</i> JCP Letter JCP Letter JCP Letter GOV.UK Letter DWP Letter Tax award notice
ADMIN USE ONLY:		Delete as appropriate:
<input type="checkbox"/> I can confirm that appropriate evidence of eligibility has been provided, a copy has been taken and the applicant's postal address has been confirmed with the details held on STAR.		
Discretionary Learner Support Bursary	<input type="checkbox"/>	Advanced Learner Loans Bursary <input type="checkbox"/>
Signature (staff)		Date:

Section 3: Child/Childcare Provider Details

Number of children for whom childcare support is required:						Admin
	Child's Name	Date of Birth	Age as at 31.8.17	Name of childcare provider	Details Supplied	
1						
2						
3						
4						
5						
Confirmation email sent to provider:		<input type="checkbox"/>	Date sent:			

Section 4: Student Declaration

I confirm that the information and evidence supplied to support my application is correct and complete to the best of my knowledge and belief. I understand that any changes in my circumstances must be reported to the college. I understand that if my claim is found to be fraudulent I will be subject to the college's disciplinary process. I understand that the college reserves the right to request further evidence to support my application. I understand that payments to my childcare provider may be stopped if my attendance and behaviour does not meet college requirements. I agree to adhere to the terms and conditions of this contract

Applicant Signature:		Date:	
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- Please note: Details of our terms and conditions are available on request from a member of the Learner Support Fund Team.

PLEASE LEAVE BLANK

Attachment Checklist:

- Timetable
- Interview record
- Provider details
- Student contract