



# 20+ Childcare Funding Application 2023-24

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](http://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](http://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](mailto:childcarefunding@leedscitycollege.ac.uk)

<b>Application form completed and signed</b>	<input type="checkbox"/>	<b>Appropriate income evidence provided</b>	<input type="checkbox"/>
<b>Copy of timetable confirmed by curriculum</b>	<input type="checkbox"/>	<b>Evidence of Advanced Learner Loan if applicable</b> <small>(this may be submitted later if student is still awaiting approval, funding will not be agreed until the Advanced Learner Loan is approved)</small>	<input type="checkbox"/>
<b>Birth Certificate of child</b>	<input type="checkbox"/>		
<b>Staff Name/Job Title</b> Click or tap here to enter text.		<b>Date</b> Click or tap here to enter text.	


## Student Details

ID Number	Click or tap here to enter text.		
Age on 31 <sup>st</sup> August 2023	Click or tap here to enter text.	Date of Birth	Click or tap here to enter text.
First name	Click or tap here to enter text.	Surname	Click or tap here to enter text.
Address	Click or tap here to enter text.	Postcode	Click or tap here to enter text.
Email Address <small>(Email will be the main way that we contact you)</small>	Click or tap here to enter text.	Mobile	Click or tap here to enter text.

Course Title (including level)	Click or tap here to enter text.		
Tutor name	Click or tap here to enter text.	Campus	Click or tap here to enter text.

## Please complete below as appropriate to your timetable

	Mon	Tue	Wed	Thurs	Fri
College start time					
College finish time					

 **Advanced Learner Loan**

Do you require an Advanced Learner Loan for your course?

Yes – Please complete the box below

No – Please go to child details box

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.**

**If you do not show evidence of your Advanced Learner Loan within six weeks of application, the College reserves the right to remove provisional offer of childcare support.**

My Loan has been Approved (please tick)	<input type="checkbox"/>	I am awaiting my Loan Approval (please tick)	<input type="checkbox"/>
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**Name(s) of Child(ren) Requiring Funding.**

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

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

First Name	Surname	Date of Birth
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

## Household Income Evidence

Please tick below to indicate which circumstances relate to your household situation and **provide evidence**. You only need to provide one type of evidence.

	Tick Box	Evidence needed
<b>State Benefits</b> Universal Credit Job Seekers Allowance ESA Pension Credit Housing Benefit		3 months' worth of Bank Statements or Benefit Letter/Statements dated within the last 3 months.  Evidence must clearly show the student's <u>name</u> .
<b>Tax Credit</b>		<b>All pages of Tax Credit Award Notice for 2023/24.</b> If you only have a Provisional or Review Tax Credit Award, you must provide a recent bank statement showing on-going payment.
<b>Asylum Support</b>		If you are an Asylum Seeker please provide a <b>Home Office letter</b> AND an <b>Azure card/Aspen Card</b>
<b>Wages</b>		Provide copies of the last 3 months' worth of <b>Wage Slips</b> and <b>Bank Statements</b> for all household incomes. We would prefer a <b>Universal Credit Statement or Tax Credit Award Notice for 2023-2024</b> if you have one.
<b>Self Employed</b>		Provide a copy of your <b>Annual Accounts</b> for the year end <b>April 2023 or SA302 Tax Calculation Form.</b>

## Student Declaration

### GDPR Consent Statement:

I agree to Luminate 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 provisional offering of funding. You must then get a quote form completed by the childcare provider. Alternatively, this can be submitted with the application if you already have a provider setup.
3. It is preferred the student uses a Council run nursery where possible.
4. You will then receive a Childcare Agreement which you and the Childcare Provider must sign and return to college by the published deadline.
5. Until a Childcare Agreement is returned and fully signed by both student and provider, the college has not formally agreed to pay the cost.
6. 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).
7. Any additional childcare costs over the agreed amount such as registration fees/late charges/fee increase and any sessions not previously agreed will not be funded, and are the responsibility of the student.
8. If you choose to take holidays during term time, you will be responsible for the full childcare costs during that period.
9. I must inform College before changing course/ timetable, childcare provider or hours of care, as funding may not be agreed.
10. 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.
11. I agree I will not take my child to the Childcare Provider until funding has agreed.
12. I agree I will not pay any fees directly to the Childcare Provider in lieu of invoices being sent to the College for payment.

**Student Signature**

Click or tap here to enter text.

**Date**

Click or tap here to enter text.

## RECEIPT - STUDENT TO KEEP

Keep this sheet as a Receipt of handing in your Childcare Application

<b>Student Name</b>	Click or tap here to enter text.	<b>Staff Name</b>	Click or tap here to enter text.
<b>Student ID</b>	Click or tap here to enter text.	<b>Staff Signature</b>	Click or tap here to enter text.
<b>Date</b>	Click or tap here to enter text.	<b>Date</b>	Click or tap here to enter text.

### 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. It is preferred the student uses a Council run nursery where possible.**

#### **Who is eligible to apply for help with childcare costs?**

- ✓ You must be aged 20+ on 31 August 2023.
- ✓ 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 you must have a total annual gross household income of £30,000 or below.
- ✓ You must be enrolled on an approved Government funded programme (ESFA, WYCA, 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 the 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 2023-24.**
- ✓ Check that the provider you choose is OFSTED Registered and agrees to the college's terms and conditions.
- ✓ Return your signed Application Form and Quote Form with evidence to [childcarefunding@leedscitycollege.ac.uk](mailto:childcarefunding@leedscitycollege.ac.uk).
- ✓ **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 a 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.