Childcare Application Process: 2022-2023 Student submits application along with evidence, child(s) birth certificate(s) and college timetable. The application must not come from a provider. 2. The Student Funds Finance Manager assesses the application and provisionally approves or declines it. 3. Application for funding is declined. 3. Application for funding provisionally approved. 4. Student emailed from 4. Student emailed from childcarefunding@leedscitycollege.ac.uk and informed childcarefunding@leedscitycollege.ac.uk and that their application has been provisionally approved. informed that their application has been declined with the reason. Student can then resubmit their application depending on the declined reason (e.g., further evidence required). 5. Student to contact childcare provider and ask them to fully complete a quote form. The quote form must be returned within 2 weeks of securing a childcare provider otherwise childcare funding may be withdrawn. 6. Student Funds Team sends Childcare Agreement to the Childcare Provider. Agreement to be signed by both the student and the childcare provider and returned within 2 weeks by email to childcarefunding@leedscitycollege.ac.uk. 7 If the Childcare Provider is a new provider: Childcare provider emailed 'New Supplier Form.' Childcare providers to return 'New Supplier Form' directly to Procurement. (Procurement@luminate.ac.uk) 8. Student Funds Team to email the childcare provider to advise of contract reference number, providing details of information required on invoices and that invoices are to be submitted to Accountspayable@luminate.ac.uk 9. Student Funds Team to assess invoices and approve/decline as per the Childcare Agreement. 10. Invoice approved 10. Invoice declined

Please note that funding has not been agreed until you have returned the signed Childcare
Agreement. The Childcare Agreement must be signed by both the student and the childcare provider
otherwise a Contract Number cannot be issued.

10.b Childcare Provider emailed by Student Funds Team

with reason(s) why the invoice has been declined with a

request for the invoice to be amended and resubmitted to Accountspayable@luminate.ac.uk for the Student Funds Team to approve/decline.

11. Childcare provider receives payment one month

in arrears. Childcare will not be paid until it has

taken place.