## **Childcare Application Process: 2024-2025** 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., 5. Student to contact childcare provider and ask them to further evidence required). 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 The quote form must be returned within 2 weeks of securing a childcare provider otherwise childcare funding may be withdrawn. 6.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.

until it has taken place.

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

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. Invoice declined

10.b Childcare Provider emailed by Student Funds Team

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

10. Invoice approved

11. Childcare provider receives payment one

month in arrears. Childcare will not be paid