

Childcare (LSF 19+) application 2020/21

Applying for the cost of childcare through Learner Support Fund.

Learners requesting help to finance childcare must complete a Learner Support Fund form as well as this **Childcare application form**. Learners are required to provide evidence of household income to support their main Learner Support application form and in addition, when requesting help with childcare, provide copies of their child's birth certificate and a copy of their most recent child benefit letter.

Funding will be provided for eligible learners who use OFSTED registered childcare providers ONLY. Informal or unregistered childcare will not receive support. Dudley College of Technology will only fund agreed hours/costs, if hours/costs increase without prior agreement with the College the Learner themselves will be liable to fund the increase. It is the learner's responsibility to find a childcare provider who charges minimal retainer fees during college holiday, Dudley College of Technology reserve the right not to meet the costs of retainer fees when said fees are deemed to be too high.

Please note: where a child is aged 3 or 4 at the start of the 2020/21 academic year or turns 3 during the year they will be eligible for Nursery Education Funding (NEF) this entitles eligible children to 15 hours of free nursery education, this also relates to some 2 year olds who may be eligible for the new government scheme called Time for Twos, these 15 hours will be deducted from any support awarded by the college, provider invoices should reflect this deduction.

Once the learner and the childcare provider have completed the childcare application form, page 3 and 4 must be returned to the Student Finance Team at Dudley College of Technology for assessment. If the application is successful a member of the student finance team will contact both the learner and the childcare provider to confirm the arrangement.

! No guarantee of funding is made until a full Needs Assessment has been carried out. Any contract undertaken for childcare is between the learner and the childcare provider.

All enquiries should be directed to: The Student Finance Team

**Dudley College of Technology
The Broadway
Dudley DY1 4AS**

Telephone Number 01384 363 555

Information for childcare providers

Please detach page 1 and 2 and keep for your records

- Learners will only receive funding towards the cost of childcare for their TIMETABLED HOURS. Dudley College of Technology is unable to assist with registration fees, deposits or additional activities that incur costs. Any funding awarded will be paid to the childcare provider directly
- If the child is eligible for the 15 hours free early years funding (NEF) or the new government scheme Time for Twos, the amount must be deducted from your monthly invoice to the college. Please advise the college how much funding you receive from the government for each child/children where nursery fees are being paid by Dudley College of Technology
- Invoices MUST include the following information:
 1. Name and address of the childcare provider
 2. Name of the learner and the name of the child
 3. The month that the invoice relates to
 4. The amount charged per week as detailed in the agreement. - Max £40 per day
- Payments will be made 1 month in arrears, i.e. -- invoice for November's childcare should be submitted at the END of November. Payment will be made by Bacs
- The learner is responsible for the payment of childcare until the college has formally agreed to contribute to the cost
- Childcare support will be discontinued on completion of a course or if the learner withdraws from study
- The childcare provider must notify the college ASAP if the child ceases to attend
- Payments for the first term (September to December) may be delayed due to the volumes of applications received in college. Whilst the college will do our best to ensure timely payments are made, childcare providers must accept that there may be a small delay.

Term dates 2020/21

Autumn Term 2020	Start date	End date
	1 st September 2020	18 th December 2020
Half term break	26 th October 2020	30 th October 2020
Spring Term 2021	Start date	End date
	4 th January 2021	1 st April 2021
Half term break	15 th February 2021	19 th February 2021
Summer Term 2021	Start date	End date
	19 th April 2021	18 th June 2021
Half term break	31 st May 2021	4 th June 2021

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Academic year 2020/21 Childcare (LSF 19+) Application

FORM TO BE COMPLETED BY CHILDCARE PROVIDER

Company name:	Reg number:
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Name of contact:	Telephone number:
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Address:	Email:
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Name of learner:

Name of child(ren)	Age	Eligible for NEF/ Time for Twos?	Total amount of government funding per week
Name:			
Name:			
Name:			

I can confirm that I/we are providing childcare for the above child/ren covering the following days/time:

	Total number of hours	Extra Costs eg: Lunch, pick up	Daily Cost
Monday			£
Tuesday			£
Wednesday			£
Thursday			£
Friday			£

TOTAL COST PER WEEK	£
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Do you charge a retainer or fees over the holiday period e.g. Christmas, Easter or half-term? Yes No

What is the charge? i.e. half fee

Signature:	Date:
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Learner Support Fund - Childcare Agreement

Terms and Conditions

PLEASE READ THESE TERMS AND CONDITIONS CAREFULLY, SIGN, DATE AND RETURN BY EMAIL TO LEARNER SERVICES.
studentfinanceteam@dudleycol.ac.uk

1. I am enrolled on a recognised programme at Dudley College of Technology.
2. I understand that I am responsible for the contract for childcare with the childcare provider.
3. I understand that the Learner Support Fund will only pay for childcare costs for the hours I am attending my lessons or approved work placement. I agree to inform the college if I reduce or increase the number of days I attend College before any changes in childcare are arranged.
4. I understand that Dudley College of Technology will only pay childcare up to the amount allocated for academic year 2019/20(September-June) and that should I go over this allocation I will be liable for any additional fees incurred.
5. I agree to a minimum attendance level of 90% on the course/programme, and I understand that childcare funding is dependent on this. Failure to comply with these criteria will result in funding being withdrawn.
6. I understand that the college is unable to fund childcare while I am or my child(ren) are absent for reasons other than illness.
7. If I cease to be a learner enrolled at Dudley College of Technology during 2020/21 academic year, the assistance for childcare will finish on the last date of recorded attendance. I understand that I will be responsible for paying any childcare costs from the date I stop attending or am withdrawn from my course. I understand that Dudley College of Technology will not be responsible for paying the notice period if I fail to notify the college of my withdrawal from my course.
8. The college reserves the right to amend these terms and conditions without notice if necessary.
9. Please note assistance will start at the beginning of the academic year. Late applications will be processed when received. It is your responsibility to inform the college of any changes in your circumstances.



Protecting your privacy and personal data

Dudley College of Technology is committed to protecting your privacy and personal data. The data captured on this form will be used for supporting childcare costs from the Discretionary Hardship Fund i.e. Learner Support Fund payments to third parties such as Nurseries and Childminders. The college will share this information with Government agencies acting on behalf of the Department for Education (DFE) for the purpose of official audit. For more information on what data we collect, how we use it and your rights under data protection law please visit dudleycol.ac.uk/privacy.

Name:

Signed:

Date: