

Bursary Age 20+ Childcare Application Form

Parents are expected to access any entitlement they may have to early learning for 2, 3 and 4 year olds before applying for funding. Parents should visit www.childcarechoices.gov.uk for further information.

If you are **19 years old** you can apply for childcare support through the government funded **Care to Learn** scheme. For further details and how to apply please go to: <https://www.gov.uk/care-to-learn>.

If you are aged **20 or older** to apply for childcare support whilst you attend College please complete both a bursary form and the childcare application below. You will need to confirm that you are a named parent with a copy of the **full birth certificate/s or evidence** that you are in receipt of child benefit for the child/children.

All childcare costs MUST be agreed with Trish Osborne (Welfare Fund Assistant) or Gemma Torrington (Student Information Advisor) – Telephone number 01983 550594 or 550833.

Please note that the childcare fund is limited and is **not guaranteed**.

Childcare funding is available to support your timetabled hours at College only and does not cover travel time or meals. If you receive government funded childcare hours for your child/children these must be used against first (against your timetabled College hours) unless in exceptional circumstances. Childcare funding has a cap and we will let you know if your chosen childcare provider exceeds the amount that we are able to pay per hour.

CHILD CARE FEE APPLICATION – Return within 2 weeks of starting your course

Complete **Part 1** of this form yourself and get your tutor to complete **Part 2**. Please ask your childcare provider to complete **Part 3** and then hand in the completed application form to Student Services.

If you will be using more than 1 childcare provider, please complete a separate form for each provider.

PART 1) - LEARNER DETAILS:

| | | |
|--|----------------|---------------|
| Learners Full Name: | Date of Birth: | Age of child: |
| Child 1 name: | Date of Birth: | |
| Child 2 name: | Date of Birth: | |
| Child 3 name: | Date of Birth: | |
| Your email address for childcare correspondence: | | |

PART 2) – TUTOR & COURSE DETAILS:

This section must be completed by your tutor in order to calculate any possible funding for childcare costs.

If you are doing more than one course, please get both tutors to complete.

| | | | | | |
|--|---------------|---|------------------|---|---------------|
| Course Title and Level: | | | | | |
| Part Time: <input type="checkbox"/> | | Full Time: <input type="checkbox"/> | | Weekly Course Hours: | |
| Course Start Date: | | | Course End Date: | | |
| Is the learner required to attend a work placement during the course: | | YES <input type="checkbox"/> NO <input type="checkbox"/> | | If Yes, your tutor will need to email details to StudentServices@iwcollege.ac.uk | |
| Timetabled course hours: | | | | | |
| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| Session starts at: | | | | | |
| Session finishes at: | | | | | |
| The learner will only be able to apply for funding for the above hours as instructed by the tutor. | | | | | |
| Tutor Name: | | | | | |
| Tutor Signature: | | | | Date: | |

PART 3) – CHILDCARE PROVIDER DETAILS:

| | | | |
|-----------------------------|--|------------------|--|
| Childcare Provider/Nursery: | | Managers Name: | |
| Address: | | Post Code: | |
| | | Telephone no: | |
| | | Ofsted no: | |
| E-mail address: | | | |
| Bank Sort Code: | | Bank Account No: | |

Dear Childcare Provider, thank you for working with us in support of our learners.

Once Student Services have received this form and confirmed eligibility you will receive an email from the Welfare Administrator to confirm that the learner is eligible for childcare funding and how many hours the College will fund. **If the learner receives government funded childcare hours for any of their children (i.e. 15 free hours funding for 2, 3 or 4 year olds) these must be used against their College timetable first.**

The bursary fund will only support the learner’s timetabled hours at College and as a result cannot fund sessional rates. We are only able to fund hourly rates for each child in accordance with the learner’s timetabled hours at College. The childcare fund does not cover travel time for the learner to attend College or lunches/meals for the children.

The learner is responsible for paying any additional costs for hours that are not agreed by the College. Payments from the College will be processed after each half term, according to the learner’s attendance. You will receive an invoice template by email at the end of each half term for you to complete and return to Student Services. Once received the invoice will be checked against the hours agreed and forwarded to the College finance team for payment. A copy of the entitlement letter will be emailed to you (password protected) as confirmation of payment.

Please confirm the hourly charges for each child and identify whether they receive any government funded free childcare hours:

| | | | | | |
|--------------|--|---------------|--|----------------------|--|
| Child 1 Name | | Hourly Charge | | Number of Free Hours | |
| Child 2 Name | | Hourly Charge | | Number of Free Hours | |
| Child 3 Name | | Hourly Charge | | Number of Free Hours | |

I agree to the above and will inform the College if the learner stops using their childcare place.

Provider Signature..... Date.....

Advanced Learner Loan Bursary Students only:

Please note that once your bursary is approved we will fund childcare for Advanced Learning Loan learners until 8 weeks from the enrolment start date. This is to allow time for your loans to be approved and by this time most learners should have their loans agreed in which case childcare arrangements will continue as agreed. However, if a learner does not have their loan agreed by the first half term we will not fund their childcare after 8 weeks from their enrolment start date. Learners are aware that if their loan is not approved they will have to fund childcare after this point.