Date Received ……………

Application for Childcare Costs

Macclesfield College

To be completed by the Student (parent)

Name of Student

Name of Course

I am asking for financial assistance to cover the cost of childcare:

	Monday	Tuesday	Wednesday	Thursday	Friday
Number of course hours					

Details

Name of Child	Date of Birth	Age	Name of Nursery or Childminder

Please note that you must ask each Childminder/Nursery to complete the form overleaf

You will need to provide us with a copy of your child/ren's Birth Certificate

Student Declaration

- I understand that I will be responsible for a contribution towards my childcare costs each month
- I understand that payments are based on my attendance and should it fall below 85% payment maybe withheld.
- I understand that if my attendance falls below 85% two months in a row funding maybe withdrawn.
- I understand that it is my responsibility to provide the College with an invoice from the Childcare provider each month
- I understand that the College will only fund registered Childcare providers.

Signature   Date

Date Received ……………

Application for Childcare Costs

Macclesfield College

This form must be completed by the Nursery or Childminder

Company Name	
Name of Contact	
Address	
	Postcode
Telephone Number	
Name of Student	
Name of Child/ren	

I confirm that I/we are providing childcare for the above child covering the following days/times per week

	Monday	Tuesday	Wednesday	Thursday	Friday
Number of children in your care					
Number of hours in your care					
Nursery Education Grant	£	£	£	£	£
Cost of extras eg lunch	£	£	£	£	£
Total cost per day	£	£	£	£	£
Total cost per week					£

Do you charge a retainer over the Christmas, Easter or Half term holidays?   Yes ☐ No ☐

Information for Providers

- Assistance will only start once the student's application has been approved and the students has enrolled.
- Payments will begin at the start of the academic year. Late applications will be processed when received.
- All payments will be made payable to the nursery/childminder and will be made by BACs each month. These payments are dependent on attendance reports, in some instances this may delay payment
- All payments are based on student attendance and funding will be withheld if this falls below 85%. Students will only get assistance for the hours of care the student is at the College.
- If the student's attendance falls below 85% two months in a row, funding may be withdrawn.
- The childcare provider's contract is with the student and **not** with the College.
- All students will be required to make a contribution each month; do not deduct this amount from the invoice.
- If funding is withdrawn the student is responsible for payment of any outstanding amounts

I confirm that the above is a true record of care supplied and I will notify the College if there are any changes. I understand the points listed above.

Signature		Date	