

Date Received .....

### Application for Childcare Costs

**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- I understand that if my attendance falls below 85% two months in a row funding maybe withdrawn.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

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### Application for Childcare Costs

**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- If the student's attendance falls below 85% two months in a row, funding may be withdrawn.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