

**APPLICATION FOR ADVANCED LEARNER LOAN CHILDCARE SUPPORT FUNDS 2022/23**

**This form is for students who are in receipt of an APPROVED Advanced Learner Loan**.

**You will also need to complete the main Advanced Learner Loan Bursary Application form** and supply all the necessary documentary evidence requested.

Please read the information on this page carefully. If you do not understand any of the points, please talk to either the Adult Education team on 01273 508011 ext 220 or Daniela Sramova, Welfare Officer 01273 508011 ext 110 (Tutorial Block) or Hillary Teal in Registry 01273 546636.

Childcare Support Funds (Advanced Learner Loan & CSF) are intended to assist students who may have difficulties in completing their course because of the cost of childcare provision. Please note that funds are limited. We may only be able to offer a partial contribution and once all funds are allocated no further applications can be considered. We do not pay for Childcare during College holidays.

Every application is judged on an individual basis. Not all applications may be successful. If you are successful you will receive confirmation by **email**.

All childcare arrangements remain the responsibility of the student and the college will accept no liability for fees remaining due after the approved funding has been disbursed.

Complete this form and return it with your Advanced Learner Loan Bursary Application form to either the Adult Education Office or to Registry.

Applications will be accepted from July 2022 but will not be considered until September 2023.

Costs awarded for childcare will be made directly to the childcare provider who should send monthly invoices to the Finance Department.

All childcare providers must be Ofsted registered.

**Applicants must enclose:**

* **documentary evidence of the child / children being claimed for ie. copy of birth certificate or child benefit letter.**

* **a copy of the childcare provider’s Ofsted registration certificate.**

***We are unable to accept incomplete applications or those with no evidence.***

**Please complete all details in full. If you do not provide the information requested your application will not be considered.**

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| **SECTION 1:** | | | | | | |
| Student Number: | |  | | Date of Birth: |  | |
| First Name: | |  | | Surname: |  | |
| Address: |  | | | | | |
| Postcode: |  | | | Your mobile**:** | |  |
| Email Address: | |  | | | | |
| Advanced Learner Loan Customer Reference Number (CRN) | | |  | | | |

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| **SECTION 2:** | | | | | | |
| Other Family Dependents (ie. Those dependent upon your parent(s)/guardian(s) or upon you): | | | | | | |
| Child(ren) (ages): | | | |  | | |
| Adults: | | | |  | | |
| If you support yourself financially are you (please tick one): | | | | | | |
|  | Single |  | Living with a partner | |  | Married |

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| **SECTION 3:** |
| Please use the space below to give any additional information that you feel is relevant to support your application: |
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***We are unable to accept incomplete applications or those with no evidence.***

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| **SECTION 4:** | | | | | | | | | |
| Title of Course being studied: | |  | | | | | | | |
| How many weeks does your course run for? | |  | | | How many days per week does your course run for? | | |  | |
| Where does your course take place? | | | | |  | | | | |
|  | Monday | | Tuesday | Wednesday | | Thursday | Friday | | Saturday |
| Number of hours you are at your course |  | |  |  | |  |  | |  |

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| **SECTION 5:** | | | | | |
| Name of Child(ren) being cared for | Date of Birth | Age | Name of Nursery/Childminder | Term Time only or Full Year Contract? | In receipt of Early Years Education Entitlement? |
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| **Childcare Support Fund Conditions** |
| * You must use an Ofsted registered childcare provider. * The contract is with the childcare provider and the student, not the College. * An Early Years Education Entitlement must be used for Childcare for the times/days that you attend College. * The College will not pay for any childcare during College holidays. * **All payments will be based on your attendance and progress at College and funding will be withdrawn if this is not satisfactory. You may therefore be held responsible for a shortfall in your childcare fees, in this event**. |

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| **STUDENT DECLARTION** | | | |
| I confirm that this is a true record of my attendance at College and I will notify the College if there are any changes to my programme of study and/or to the Childcare required.  I understand that a fraudulent application could lead to prosecution.  I have read and understood the Conditions above. | | | |
| **Signed by student:** |  | **Date:** |  |

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| **Privacy Statement**  Your personal data will be processed in accordance with the General Data Protection Regulations and the UK Data Protection Act. We will use the information you have provided on your Application Form to provide financial assistance to support your education within our statutory obligations under the Further and Higher Education Act 1992. We also have requirements placed on us by the Department for Education (DfE), and the Education Skills Funding Agency (ESFA). You can view the privacy notice from the Education and Skills Funding Agency on behalf of the Department of Education at <https://www.gov.uk/government/publications/esfa-privacy-notice/education-and-skills-funding-agency-privacy-notice-may-2018>.  Our full privacy notice explaining what information we collect and how we use it is available at <https://varndean.ac.uk/privacy_notice>.  If you have any questions about the way we use your personal data, please contact our Data Protection Officer on 01273 508011 or by email to [dpo@varndean.ac.uk](mailto:dpo@varndean.ac.uk). |

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| **Please arrange for the next page of the form to be completed by your Childcare Provider before you return your application to Varndean College.** |

***We are unable to accept incomplete applications or those with no evidence.***

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| **To be completed by the Childcare Provider** |
| **Varndean College Childcare Support Fund (CSF) Conditions** |
| * Students must use OFSTED registered childcare providers. * Payments will be made directly to the childcare providers, not to the student * The childcare provider should submit invoices to Varndean College on a monthly basis, detailing number of days the child(ren) attended, whilst the student is attending College. * All payments are based on student attendance and progress at College and funding will be withdrawn if not satisfactory. Please note that this may affect the student’s ability to pay for continuing childcare. |

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| **This section must be completed by the Nursery or Childminder** | |
| **Company Name**  **Ofsted Registration Number** |  |
| **Address** |  |
| **Telephone Number**  **Email** |  |
| **Name of Student** |  |
| **Name of Child (1)** |  |
| **Name of Child (2)** |  |

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|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| **Hours child(ren) is(are) in your care** |  |  |  |  |  |  |
| **Cost for each day** |  |  |  |  |  |  |
| **Hours paid for by EYEE** |  |  |  |  |  |  |

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| **Type of Contract (please tick one)** |  | **Term Time only** |  | **Full Year** |

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| **TOTAL WEEKLY COST OF CARE:** | **£** |
| **DEDUCT AMOUNT RECEIVED FROM EYEE:** | **£** |
| **BALANCE REQUIRED FROM CSF:** | **£** |

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| **Childcare Provider Declaration** | | | |
| I confirm that I am providing childcare for the above child/children on the above days and times and cost per week: | | | |
| **Name of the childcare provider contact (please print):** | |  | |
| **Signature:** |  | **Date:** |  |

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| **PLEASE include a copy of your OFSTED registration document with this form.** |

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| **Varndean College Office Use Only** | | | | | | | |
| Actual Days/Hours/weeks in College | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Total** |
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