

Application for Advanced Learner Loan Childcare Support 2018/19

This form is for students who are in receipt of the Advanced Learner Loan.
You will also need to complete the main Advanced Learner Loan Bursary Application form and supply all the necessary evidence requested.

Please read the information on this page carefully. If you do not understand any of the points, please talk to Daniela Sramova, Welfare Adviser (Core Studies Hut) 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.

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

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 the Registry.

Applications will be accepted from July 2018 but will not be considered until September 2018.

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 the details required in full. If you do not provide the information requested your application will not be considered.

SECTION 1

Title	Forename/s	Family Name
Student ID number		
Address		
.....		
Post Code	Telephone No.	
Date of Birth	Age at 31.08.2018	
Advanced Learner Loan Customer Reference Number		

SECTION 2

Other Family Dependents (ie those dependent upon you).
Children (ages)
Adults
2b – If you support yourself financially (please circle as appropriate)
Single / Living with partner / Married

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 without evidence.

SECTION 4

Title of Course(s) being studied: Length of course (please circle and state number of weeks and days): Full year / Part year Weeks Days per week
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	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Number of hours you are at College						

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?

Childcare Support Fund Conditions

- You must use an Ofsted registered childcare provider.
- An Early Years Education Entitlement must be used for childcare for the times/days that you attend College.
- The College will pay a retainer for Christmas and Easter holidays, funds permitting; this will be based on the Childcare contribution. The College will not pay a retainer for the summer holiday.
- **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.**

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:

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.

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 without evidence.

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 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 students ability to pay for continuing childcare.

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)		
Name and signature of Childcare Provider Contact	Name (please print):	Signature:

I confirm that I am providing childcare for the above child/children on the following days/times per week.

	Mon	Tues	Weds	Thurs	Fri	Sat
Hours child is in your care						
Cost for each day						
Hours paid for by EYEE						

TOTAL WEEKLY COST OF CARE:	£	Term Time Only Contract Yes/No
DEDUCT AMOUNT RECEIVED FROM EYEE:	£	Full Year Contract Yes/No
BALANCE REQUIRED FROM CSF:	£	

Please include a copy of your OFSTED registration document with this form.

Varndean College Office Use Only

	Mon	Tues	Weds	Thurs	Fri	Sat	Total
Actual Days/Hours/Weeks in College							