

## Childcare: Student Application 2022-2023

### SECTION 1 - LEARNER DETAILS

Title (Mr, Miss, Ms, Mrs)		
Surname		
First Name(s)		
Home Address		
Email Address		
Post Code	Telephone No.	
Date of Birth	Age at 31/08/22	

### SECTION 2 – COURSE DETAILS

Course Title	<input style="width: 95%;" type="text"/>	Level	<input style="width: 95%;" type="text"/>
If studying at level 3 is it your first level 3	Yes <input style="width: 40px;" type="checkbox"/>	No	<input style="width: 40px;" type="checkbox"/>
Have you applied for an Advanced Learner Loan	Yes <input style="width: 40px;" type="checkbox"/>	No	<input style="width: 40px;" type="checkbox"/>
Advanced Learner Loan Customer Reference Number	<input style="width: 95%;" type="text"/>		

### SECTION 3 – HOUSEHOLD INCOME/BENEFIT

Complete **section 3a** if you are in receipt of one or more of the **benefits listed**. Complete **section 3b** if you are **not** in receipt of a benefit listed in **3a** but have a household income **below £26,000 per annum**.

#### Section 3a

**NB: Please attach current evidence of your benefit, this can be an original document, a scanned copy, photograph or screenshot. If claiming UC and in work, evidence must show earnings.**

I support myself financially	Yes <input style="width: 40px;" type="checkbox"/>	No	<input style="width: 40px;" type="checkbox"/>
I am married	Yes <input style="width: 40px;" type="checkbox"/>	No	<input style="width: 40px;" type="checkbox"/>
I live with a partner	Yes <input style="width: 40px;" type="checkbox"/>	No	<input style="width: 40px;" type="checkbox"/>

#### Please tick which benefit(s) you receive

Income Support	<input type="checkbox"/>
Universal Credit ( <b>earnings below £7,400</b> )	<input type="checkbox"/>
Council Tax Benefit	<input type="checkbox"/>
Housing Benefit	<input type="checkbox"/>
Income-based Job Seekers Allowance	<input type="checkbox"/>
Working Tax Credit	<input type="checkbox"/>
Pension Credit (Guaranteed Element)	<input type="checkbox"/>
Income-related Employment and Support Allowance	<input type="checkbox"/>

#### Section 3b

**Complete this section if you are not in receipt of a benefit listed in Section 3a. Total Annual Income should be shown for all earners in the household. Please attach evidence of 2021-2022 income, e.g. P60, month 12 or week 52 payslip for all earners, e.g. an original document, a scanned copy, photograph or screenshot.**

Applicants' annual income (if applicable)	<input style="width: 95%;" type="text"/>
Partners' annual income (if applicable)	<input style="width: 95%;" type="text"/>
Other income (please specify) _____	<input style="width: 95%;" type="text"/>
<b>Total</b>	<input style="width: 95%;" type="text"/>

**SECTION 4 – COLLEGE TIMETABLE**

Start date of course

Please complete the start and end times of morning and afternoon classes.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM Start					
End					
PM Start					
End					

**SECTION 5 – CHILDCARE ASSISTANCE**

Do you require College funded childcare for all timetabled sessions? Yes  No   
**(Please deduct any free government provision from your College claim)**

If you have answered ‘No’ to the above, please indicate in the table below the days and times for which you do require College funded childcare (this must be for timetabled hours only).

	Monday	Tuesday	Wednesday	Thursday	Friday
AM Start					
End					
PM Start					
End					

**Names of Children who require a place**

**Date of Birth**

1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>

Please provide a copy of your child’s birth certificate.

**Childcare Provider Details**

Name of Provider	<input type="text"/>		
Name of Contact	<input type="text"/>		
Address	<input type="text"/>		
Email	<input type="text"/>	Tel. No.	<input type="text"/>

**SECTION 6 - DECLARATION**

**I understand that, if I fail to submit completed childcare vouchers on a weekly basis and/or my attendance falls below 90%, the College may withdraw funding. I will notify Derwentside College if I cease to attend the course, or if any of my particulars change and I understand that if I fail to notify the College, I may be liable for any outstanding or future childcare costs.**

**I have read and signed the Childcare Agreement attached and will adhere to the terms and conditions listed.**

**Signature of Student**  **Date**

**Please return your completed form with proof of income or benefit, a copy of your child’s birth certificate and a copy of your childcare providers OFSTED Registration Form (where applicable) to:**

Email: [financial.support@derwentside.ac.uk](mailto:financial.support@derwentside.ac.uk)  
Post: Finance Department, Derwentside College, Front Street, Consett, County Durham DH8 5EE.  
Queries via email above or [caroline.swainson@derwentside.ac.uk](mailto:caroline.swainson@derwentside.ac.uk)

**FOR OFFICE USE ONLY**

Application complete & evidence provided

Date

Childcare place booked

Date

Student informed of decision

Date

Signature of Learner Support Staff

Signature of Finance Manager

**Notes**

## Childcare Agreement 2022-2023

### Terms and Conditions: Student/Provider

- Any contract is between you and your chosen childcare provider. The College is responsible for payment or part payment of fees only.
- You must maintain attendance levels of **90%** or above to ensure funding.
- You must submit a **fully completed** childcare voucher on a **weekly** basis to ensure funding (see sample) including holiday periods where a retainer is required by the childcare provider.
- You must notify both the College and your childcare provider of any absences.
- You must notify the College and your childcare provider of any changes to your timetable. If this results in an increase in childcare costs, the college will assess its capacity to meet the new cost.
- You must notify the College immediately of a change in your personal circumstances which may affect your childcare provision or if you withdraw or intend to withdraw from College.
- You must provide the College and your Childcare provider with the required childcare notice period, if you fail to do this; you may be liable for the fees charged by your provider.
- You have the right to appeal if your application is unsuccessful or funding is withdrawn.
- Childcare providers must provide the College with a copy of their OFSTED registration form where applicable.
- The College does not pay childcare fees for bank holidays.
- The College will pay **holiday retainers** equating to **50%** of the fee charged during term time but not during the summer holiday period as learners must re-apply for support each academic year.
- Childcare providers must notify the College of any increase in fees. The College will then assess its capacity to meet the increased cost.
- Childcare providers should inform the College if children are not attending.

### TO BE COMPLETED BY THE STUDENT (Please tick as appropriate)

- I have read and understood the terms and conditions of the Childcare Agreement.
- I have completed a Childcare Application.
- I have supplied evidence of benefit or income and a copy of my child's birth certificate.
- I have signed the Childcare declaration.
- I agree to comply with the terms and conditions of the Childcare Agreement.

Signed (Student) \_\_\_\_\_

Please Print Name \_\_\_\_\_ Date \_\_\_\_\_

### TO BE COMPLETED BY THE CHILDCARE PROVIDER (Please tick as appropriate)

- I have read and understood the terms and conditions of the Childcare Agreement.
- I have supplied a copy of our/my OFSTED registration form (where applicable).
- I agree to comply with the terms and conditions of the Childcare Agreement.

Signed (Childcare Provider) \_\_\_\_\_

Please Print Name \_\_\_\_\_

Ofsted Registration No/School URN \_\_\_\_\_

Account Name. \_\_\_\_\_ Hourly/Daily Rate. \_\_\_\_\_

Account Number. \_\_\_\_\_ Notice Period. \_\_\_\_\_

Sort Code. \_\_\_\_\_ Holiday Retainer Rate. \_\_\_\_\_

Illness Retainer Rate. \_\_\_\_\_