

Childcare: Student Application 2024-2025

SECTION 1 - LEARNER DETAILS

Title (Mrs, Miss, Ms, Mr)		
Surname		
First Name(s)		
Home Address		
Email Address		
Post Code	Telephone No.	
Date of Birth	Age at 31/08/24	

SECTION 2 – COURSE DETAILS

Course Title		Level	
If studying at level 3 is it your first level 3	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Have you applied for an Advanced Learner Loan	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Advanced Learner Loan Customer Reference Number			

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 £30,000 per annum**.

Section 3a

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

I support myself financially	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I am married	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I live with a partner	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please tick which benefit(s) you receive

Income Support	<input type="checkbox"/>
Universal Credit (earnings below £7,400)	<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 (WTC) Run-On	<input type="checkbox"/>
Income-related ESA	<input type="checkbox"/>
Child Tax Credit (Not eligible for WTC and income below £16,190)	<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 2023-2024 income, e.g. P60, month 12 or week 52 payslip for all earners, this can be an original document, scanned copy, photograph or screenshot.

Applicants' annual income (if applicable)	£
Partners' annual income (if applicable)	£
Other income (please specify) _____	£
	£
Total	£

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
Post: Finance Department, Derwentside College, Front Street, Consett, County Durham DH8 5EE.
Queries via email above or 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 2024-2025

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 (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. _____