

Childcare Application for Learners aged 20+

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 31/08/26	

SECTION 2 – COURSE DETAILS

Course Title		Level	
If studying at level 3 is it your first level 3	Yes <input style="width: 50px;" type="checkbox"/>	No	<input style="width: 50px;" type="checkbox"/>
Have you applied for an Advanced Learner Loan	Yes <input style="width: 50px;" type="checkbox"/>	No	<input style="width: 50px;" 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, you must provide three recent Universal Credit Statements showing 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

Universal Credit	<input style="width: 40px;" type="checkbox"/>
Council Tax Benefit	<input style="width: 40px;" type="checkbox"/>
Housing Benefit	<input style="width: 40px;" type="checkbox"/>
New Style Job Seekers Allowance	<input style="width: 40px;" type="checkbox"/>
New Style Employment Support Allowance	<input style="width: 40px;" 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 2025-2026 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		
2		

Please provide a copy of your child’s birth certificate, your application can not be processed without it.**Childcare Provider Details**

Name of Provider			
Name of Contact			
Address			
Email		Tel. No.	

SECTION 6 - DECLARATION**I certify that the information/evidence given in this application is true and accurate. If information is found to be false or misleading, I may be liable to repay any awards made.****I understand that, if my attendance falls below 90%, the College may withdraw funding.****I agree to 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, a copy of your childcare providers OFSTED Registration Form and contract (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 ONLYApplication complete & evidence provided ☐Date Childcare place booked ☐Date Student informed of decision ☐Date

Processed by

Approved by

Notes

20+ Childcare Agreement 2026-2027

Terms and Conditions: Learner/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. Where attendance does not meet the required level, funding may be withdrawn.
- 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 from your study programme.
- 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 certificate if applicable, a copy of their fees and charges policy and any contract the learner has signed.
- The College will pay holiday retainers equating to **50%** of the fee charged during term time excluding bank holidays and the summer holiday period as learners must re-apply for support in each academic year.
- Childcare providers must **invoice the College on a weekly/monthly basis** to receive payment. Invoices must be dated and include the name of the learner and child as well as the hours of provision.
- Childcare providers must notify the College of any increase in fees. The College will then assess its capacity to meet the increased cost.
- Upon request, providers must supply evidence of a child's attendance and inform the College if a child is not attending.

TO BE COMPLETED BY THE LEARNER (Please tick as appropriate)

- ☐ I have completed a 20+ Childcare Application and signed the declaration.
- ☐ I have read and understood the terms and conditions of the 20+ Childcare Agreement.
- ☐ I have supplied evidence of benefit or income and a copy of my child's birth certificate.
- ☐ I agree to comply with the terms and conditions of the 20+ 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 20+ Childcare Agreement.
- ☐ I have supplied a copy of our/my OFSTED registration form, and customer contract incl. fees (where applicable).
- ☐ I agree to comply with the terms and conditions of the 20+ Childcare Agreement.

Signed (Provider) _____ Date _____

Please Print Name _____

Name of childcare Provision _____ Ofsted Reg No. _____

CHILDCARE PROVIDER PAYMENT DETAILS (Please complete in full)

Account Name _____

Account Number _____ Sort Code _____ / _____ / _____

Daily/Hourly Rate £ _____ No. of hours per week _____ Notice Period _____

Illness retainer (if required) £ _____ Holiday retainer (if required) £ _____

