

## Childcare Support Application Form 2024/25

In order to be assessed for support with childcare costs, you must have had your eligibility confirmed for the 19+ bursary process.

If you are under 20 and requiring support with childcare costs, please speak to a member of Student and Apprentice Services for information on how to apply through the Care to Learn Scheme.

### Student Information

Surname:		First Name(s):	
Date of Birth:		Person Code:	
Course:			

### Childcare Provider Details

Provider Name:				
Provider Address:				
(Including Postcode)				
Contact Number:				
Email Address:				
OFSTED Registration Number:				
Type of Provider:	<input type="checkbox"/> Childminder	<input type="checkbox"/> Nursery	<input type="checkbox"/> Other (Please state)	

### Child Information

Note: you must complete one Childcare Support Application Form PER child.

Child's Surname:			
Child's First Name(s):			
Child's Date of Birth:			
<b>Is your child entitled to the following?</b> <i>(Please tick as appropriate)</i>			
15 hours funding (2-year-old)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
15 hours or 30 hours funding (3- or 4-year-old)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**Please note government funded hours should be claimed initially.** Funding advice can be found at:  
<https://www.gov.uk/get-childcare>

Bursary funding may be able to further support with timetabled hours, less the free nursery hours.

## Timetabled Hours

Please fill in the tables below to specify the hours your child attends their childcare setting, indicating when government funded hours are allocated. Please clearly state their start and end time. This will be checked against your timetable.

<b>Childcare Hours (Government Funded)</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>AM</b>					
<b>PM</b>					

<b>Childcare Hours (Non-Funded)</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>AM</b>					
<b>PM</b>					
Daily Cost:					
Weekly Cost:					
Annual Cost: <i>(Yearly)</i>					

<b>Additional Information</b> <i>(please use this box to provide any additional information that may be helpful towards this application)</i>	

## Declaration

*Note: The student and childcare provider must sign this form.*

1. The contract for the provision of childcare is between the student and the childcare provider only. Chesterfield College is solely responsible for the delivery of the allotted payments in accordance with the agreement held between the student and Chesterfield College. Any issues in relation to this support must be communicated via the student, as Chesterfield College is unable to discuss any details directly with the childcare provider.
2. The maximum amount of any childcare award is £2500.00 per child over a 35-week study programme. Where a study programme commences within the academic year (i.e., January start date) and therefore falls within 2 academic years, this maximum contribution amount will still apply, and extra financial support will not be provided.
3. Where the student is required to attend college outside of their normal timetabled hours, evidence must be provided from the tutor to confirm attendance. This includes placement hours. In this instance the £2500 per child limit still applies.
4. The childcare provider must be Ofsted registered.
5. Chesterfield College is not liable for any fees incurred over the amount awarded, it is the student's responsibility to arrange payments with the childcare provider.
6. All payments will be stopped as of the last day of the student's attendance. Withdrawal from college will result in immediate termination of all payments.
7. All payments will be made in line with attendance and subject to Chesterfield College's discretion regarding any attendance.
8. All charges incurred during any unauthorised absence are the responsibility of the student and will not be paid by Chesterfield College without prior agreement. All payments are made monthly in arrears and to the childcare provider, following receipt of an invoice.
9. Childcare invoices must include student name, person code, child's name, dates/hours attended and the childcare provider's bank details. If any of this information is missing from the form the invoice will not be processed. Invoices are to be sent to [finance-purchasing@chesterfield.ac.uk](mailto:finance-purchasing@chesterfield.ac.uk) or mailed to the Chesterfield College address, within the first 5 working days of the following month that the invoice is in relation.

## Signatures

<b>Childcare Provider Signature:</b>			
<b>Print Name:</b>		<b>Date:</b>	

<b>Tutor Signature:</b>			
<b>Print Name:</b>		<b>Date:</b>	

**Student:** I declare that the information provided is correct at the time of application and that providing false information may result in the retraction of any awards made. I agree to inform Student and Apprentice Services if my income changes and exceeds the £31,000 threshold during the academic year.

<b>Student Signature:</b>			
<b>Print Name:</b>		<b>Date:</b>	