

ACADEMIC YEAR 2019/2020 ONLY

**CHILDCARE SUPPORT FUND
APPLICATION FORM**

**Lincoln
Newark
Gainsborough**



**FINANCIAL HELP WITH YOUR CHILDCARE COSTS FOR STUDENTS
STUDYING A FURTHER EDUCATION COURSE AGED:**

20+

(20 OR OVER ON 31/08/2019)

**SCAN AND RETURN COMPLETED FORM AND EVIDENCE TO: WELFARE@LINCOLNCOLLEGE.AC.UK, OR
HAND THE COMPLETED FROM IN TO MAIN RECEPTION, OR
POST COMPLETED FORM AND EVIDENCE TO EITHER:**

**LINCOLN COLLEGE
WELFARE TEAM
STUDENT SERVICES
MONKS ROAD
LINCOLN
LN2 5HQ**

**NEWARK COLLEGE
WELFARE TEAM
FRIARY ROAD
NEWARK
NOTTINGHAMSHIRE
NG24 1PB**

**IF YOU NEED HELP COMPLETING THIS APPLICATION FORM PLEASE CONTACT A MEMBER OF THE WELFARE
TEAM, STUDENT SERVICES ON 01522 876000 (LINCOLN CENTRE, GAINSBOROUGH COLLEGE AND OUTREACH
STUDENTS) OR 01636 680680 (NEWARK COLLEGE STUDENTS).**

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE
COMPLETING THE ATTACHED APPLICATION FORM**

WHO CAN GET HELP?

To be eligible to apply to the College's 20+ Childcare Support Fund you must be:

- 'Ordinarily' a resident in the EU for all of the last 3 years (other rules may apply)
- Aged 20+ on 31/08/19 and have started at the College on a course of Further Education funded by the Education & Skills Funding Agency (ESFA). **If you are under 20 on 31/08/2019 please contact the Welfare Team.**
- If you are studying a level 3 or above Further Education course you will not be able to receive support unless i) you are eligible for the 19+ Advanced Learner Loan and have used your loan to pay all or part of your course fee or ii) you are aged 20-23 and studying towards your first Full Level 3 qualification. **Should it be found at a later date that you do have a Full Level 3 qualification or above you will be required to repay any support you have received unless you make a successful application for an Advanced Learner Loan.**

PRIORITY IS GIVEN TO SUPPORTING THE FOLLOWING STUDENTS:

- You, if you are in receipt of one of the following Benefits shown in Section 3 of this application form.
- If this is you **we will pay for 100%** of the cost of your childcare subject to the "Other Information" section below, **except:**
- * If you receive the Childcare Element of Tax Credit **we will pay 30%** of your childcare cost, if you receive the Childcare Element of **we will pay 15%** of your childcare cost subject to the "Other Information" section below. You must declare any help you receive from this fund to the appropriate authorities. (Any amounts received from either the Childcare Element of your Tax Credit or Universal Credit award will be excluded from income calculations).

OTHER INFORMATION

- **Support is only available for days that you attend a timetabled ESFA funded course.**
- Childcare support will only be given to the nearest Lincoln College site offering your course except in exceptional circumstances.
- Payment will be in arrears and by BACS transfer direct to your childcare provider on receipt of a 4 weekly form we will send them. Childcare providers will not be paid a deposit or a retainer fee during the college summer holidays.
- During the period you are attending time-tabled classes the College will meet the care costs agreed by you and us. In addition to the above, the College may meet care costs of your children for a maximum of one hour per day to allow dropping off and picking up your children and a maximum of one hour per day to cover lunch periods. If you withdraw from your College course, payments made to your childcare provider will cease on the date of your last attendance. **If you do not give your childcare provider a minimum of 4-weeks' notice, you will be responsible for any outstanding fees.**
- **This fund is cash limited and subject to review each academic year. Support cannot be guaranteed.**
- **If your application for Childcare Support is successful you will be required to attend an induction with the Welfare Team before payment arrangements are confirmed with your childcare provider.**
- **If you receive free childcare from the government you may not be eligible for help from this Fund.**
- **The maximum we will pay for childcare costs per student regardless of the number of childcare providers used and the number of children who require childcare support is £8,000 for the Academic Year 2019/2020**

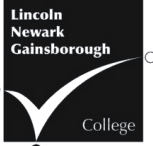
WHAT HAPPENS IF MY APPLICATION IS UNSUCCESSFUL?

- If your application is unsuccessful we will email you and let you know the reason why.
- If you wish to appeal this decision please write to the Welfare Team Leader, Student Services, Lincoln College, Monks Road, Lincoln, LN2 5HQ who will provide a written reply to your appeal within 10 working days.

WHAT IF I WANT TO MAKE A COMPLAINT?

- If you are unhappy with any aspect of the administration of your application or the service you have received you can let us know through the College's Customer Complaints and Grievance Procedure. Contact the College on the telephone number shown over leaf or visit our website <https://www.lincolncollege.ac.uk/support> for full details.

DETACH AND KEEP THIS PAGE FOR YOUR INFORMATION



UNIQUE ID.

CONFIDENTIAL

**CHILDCARE SUPPORT APPLICATION
ACADEMIC YEAR 2019/2020 FOR STUDENTS AGED 20+ ON 31/08/2019**

ALL SECTIONS OF THIS FORM MUST BE COMPLETED OR YOUR APPLICATION MAY BE DELAYED

1A. PERSONAL DETAILS:

Surname: Forename(s):

Date of Birth: Age (On 31/08/2019): Student ID

Address:

Email Address:

Contact Number Nationality

At your term time address do you live:

- Alone
 with spouse/partner
 with parents/guardians
 in halls/shared house
- Have you lived in the UK/EU for the last 3 years? Yes No
- Are you an Asylum Seeker? Yes No

2A. COURSE DETAILS & PLACE(S) OF STUDY:

Course Title: Course Level:

Lincoln College, **Monks Road**
 Lincoln College, **CHT**
 Lincoln College, **Queens Park**
 Rand Park Farm

Newark College
 Brook House
 Gainsborough College
 Other

3. FINANCIAL ELIGIBILITY (PLEASE TICK ALL BOXES BELOW THAT APPLY).

- Working Tax Credit /Child Tax Credit:** but only where Total Household Income shown on your **Final or Amended** HMRC Award Notice for 2019/20 is **below £16,190.**
- Working Tax Credit /Child Tax Credit:** but only where Total Income for the year 2019-20 added to your Tax Credit for the Period shown on your **Final or Amended** HMRC Award Notice for 2019/2020 is **below £22,500.**
- Universal Credit:** with net earnings not exceeding the equivalent of **£7,400 pa**
- Universal Credit,** where net earnings exceed the equivalent of £7,400 pa **and** the Take Home Pay on your Universal Credit Monthly Award Notice added to Your Universal Credit Monthly Payment is **below £20,000.**

Evidence required to support eligibility through the above of benefit (photocopies only please)

- All pages of **Final or Amended** HMRC Working /Child Tax Credit Award Notice (2019/2020) confirming continued receipt of award beyond 01/09/2019.
- All pages of your last 3 months Universal Credit Award Statements printed from your on-line account. *(This will allow us to calculate your average monthly income).*

4. EVIDENCE NEEDED: YOU MUST ENCLOSE A COPY OF THE FOLLOWING:

- Evidence required to support eligibility through receipt of benefit (Section 3)
- Birth certificate for each child or copy of all pages of Child Benefit letter naming each child you are claiming support for.
- Your provisional College timetable (if you have one)
- A copy of your Childminder or Childminder's OFSTED Certificate (If Applicable)

5. DATA PROTECTION:

Lincoln College is subject to the requirements of the General Data Protection Requirements legislation, 2018. The Student Services Department follows College Policy in matters of Data Protection. The data requested in this form is covered by the notification provided by the College under the General Data Protection Requirements legislation. Personal data may be used within the College for the purpose of determining whether or not you should receive assistance from the Learner Support Fund or other College services. Some of the information gathered in this form is required by the ESFA. Information supplied will be anonymised and aggregated before it is sent to the ESFA. In addition, external auditors are obliged to certify that Learner Support Funds and College Funds have been allocated in accordance with ESFA and College Guidelines. As part of this process, auditors will wish to view a small sample of Application Forms and evidence. The data will not be passed to any other third party without your consent, except where the College is legally required to do so. Your data will be held securely for 6 academic years in accordance with our audit requirements. Lincoln College has a detailed privacy notice for our students. See <https://www.lincolncollege.ac.uk/privacy-policy> for full details or contact the Welfare Team if you require a printed version.

6. DECLARATION: - YOU MUST READ THIS SECTION CAREFULLY AND SIGN BELOW

- **I understand Childcare support is only awarded on the understanding that I do not have a spouse/partner living at the same address who is able to undertake childcare responsibilities.**
- **I understand that support towards the cost of my childcare will be awarded for a MAXIMUM of 3 academic years subject to eligibility and funding being available.**
- **I understand that if the total amount of childcare support exceeds £8,000 I will have to pay any outstanding amount**
- I confirm that all the information supplied is correct and agree that the College may seek further evidence as necessary to substantiate statements made, and may require me to attend an interview in relation to this application in order to confirm financial need. I understand that if I am receiving income-related benefits I must declare payments to the appropriate authorities, such as the Department of Work and Pensions (DWP). These payments may be disregarded by the DWP for benefit purposes at their discretion.
- I understand that if false or incomplete information is submitted, or I do not tell Lincoln College about any part of my income that is relevant the matter may be referred to the Department of Education or the Police. I could face disciplinary action and/or prosecution. The College will seek to recover any payments I am not eligible for.
- I confirm that I have read and understand the Data Protection Statement set out in Section 5. I confirm that I have read and understand the eligibility criteria and rules and regulations contained in the information attached to this application form.
- I understand that, except in exceptional circumstances, I will only receive support if my attendance is above 90% and my behaviour meets the college requirements. I understand that if I'm aged 20-23 and receive first Full Level 3 fee remission, should it be found at a later date that I do have a Full Level 3 qualification or above I will be required to repay any support I have received unless I make a successful application for an Advanced Learner Loan.
- I am aware that the information I have provided and any funding received in support of this application covers the 2019/20 Academic Year only and that I must re-apply for any future academic year. I agree to inform the Welfare Team in writing of any change to my personal, family, financial circumstances.
- I confirm I am not a Waged Apprentice or in waged training, I am not serving a custodial sentence, or have been remanded to a secure institution and have not been released from a custodial sentence on temporary licence. I understand that even if my circumstances appear to meet the eligibility criteria of this Fund support may not be given if any of the evidence I have submitted shows that I do not have a financial need.
- I understand that support from this Fund cannot be guaranteed as the terms of it may be subject to change without notice, and as it is cash limited.
- **If my application is unsuccessful I will be liable for any incurred childcare costs. If my application for Childcare Support is successful I understand I will be required to attend an induction with the Welfare Team before payment arrangements are confirmed with my childcare provider. By submitting this application for childcare support, I agree that Lincoln College is able to share information about this application with my childcare provider.**

Student Signature:

Date:

Print Name:

FIRST CHILDCARE PROVIDER TO COMPLETE (ALL SECTIONS MUST BE COMPLETED)

CHILDCARE PROVIDER SHOULD READ AND KEEP A COPY OF THIS FORM FOR THEIR RECORDS

Who Can Get Help And Amount Of Help Available:

- The Childcare fund will contribute 100% (or, in certain cases, 30% or 15%) of total childcare costs only for the days or hours that a student has a time-tabled lesson, after deductions are made by you for funding received from the government (e.g. government funding for 2 and 3 year olds). The maximum award we will make for the academic year is **£8000.00 (£186.05 per week)** per student (regardless of number of children claimed for and/or childcare providers used). **It is your responsibility to recover any additional amounts from the student.**

How Does the Fund Work?

- You and the student need to complete and return this application form as soon as possible to the Welfare Team, Student Services. You **must** be registered with OFSTED (We may need a copy of your certificate).
- If the student's application is successful we will write and let you know the maximum amount of support per week that the college will provide. It is the student's responsibility to pay any remaining fee directly to you.**
- If the student's application for Childcare Support is unsuccessful or if they do not enrol and start at Lincoln College they will be liable for any childcare costs incurred.**
- The college is unable to assist with registration fees, deposits or additional activities that incur a cost.

How Will Your Costs be Paid if the Student's Application for Support is Successful?

- We will send you a full set of claim forms for you to complete and return to the Welfare Team, Student Services at the end of each 4 weekly claim period. Claim forms should be submitted within 10 days of the end of the period. Failure to submit a claim form within this timescale may result in delay or refusal of payment. Forms can be emailed to welfare@lincolncollege.ac.uk
- Payment will be in arrears and by BACS transfer direct to your bank account. We cannot make childcare payments in advance or quote any reference numbers.
- The College will only make payments for hours that the student is attending timetabled sessions at the College (plus drop off/pick up time). Any additional costs outside the student's normal timetable must be authorised in advance by the Welfare Team. Students should do this at their earliest opportunity to ensure funding is still available.
- The College will pay any due retainers for college holidays e.g. half term with the exception of:
 - the summer break and
 - before/after school care as this is a term-time only service
- You must confirm in writing or by email of any cost/price increase to the college throughout the academic year**
- If the student fails to comply with the terms and conditions of the Childcare Fund we will send you 4-weeks notice of our intention to stop any future payments.
- Other rules may apply.

FIRST CHILDCARE PROVIDER DETAILS:

Childcare Provider's Name:

Telephone:

Name of Contact:

OFSTED Reg. No:

Email Address:

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Type of Provision:

Nursery After School Breakfast Club Childminder (OFSTED Certificate Required)

CHILDCARE PROVIDER BANK DETAILS:

All childcare providers will be paid by BACS, therefore please provide bank details below. If you change your banks details at any stage of the academic year you must confirm this in writing.

Sort Code

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 Account Number

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PROVISIONAL CHILDCARE ARRANGEMENTS: (PLEASE ENTER COLLEGE FUNDED SESSIONS ONLY)

Child One's Name:

Date of Birth:

Day	Start Time	Finish Time	Daily Cost	or	Hourly Cost	Total
Monday			£		£	£
Tuesday			£		£	£
Wednesday			£		£	£
Thursday			£		£	£
Friday			£		£	£
Deductions (if applicable) e.g. Total weekly amount of Government 2 or 3 year funding:						£
Total weekly amount to charge to the College after (if applicable) deductions:						£

Child Two's Name:

Date of Birth:

Day	Start Time	Finish Time	Daily Cost	or	Hourly Cost	Total
Monday			£		£	£
Tuesday			£		£	£
Wednesday			£		£	£
Thursday			£		£	£
Friday			£		£	£
Deductions (if applicable) e.g. Total weekly amount of Government 2 or 3 year funding:						£
Total weekly amount to charge to the College after (if applicable) deductions:						£

Child Three's Name:

Date of Birth:

Day	Start Time	Finish Time	Daily Cost	or	Hourly Cost	Total
Monday			£		£	£
Tuesday			£		£	£
Wednesday			£		£	£
Thursday			£		£	£
Friday			£		£	£
Deductions (if applicable) e.g. Total weekly amount of Government 2 or 3 year funding:						£
Total weekly amount to charge to the College after (if applicable) deductions:						£

CHILDCARE PROVIDER DECLARATION:

- I confirm that all the information supplied on this application form is correct and agree that the College may seek further evidence as necessary to substantiate statements made.
- I understand that the college maintains the right to reclaim any funding if I am found to have provided incorrect information.
- If the student is eligible for the government's 2 or 3 years funding I will ensure this is deducted before calculating the total weekly amount charged to the college. This will ensure I do not double claim government or other funding. e.g. if the child is receiving 30 hours free childcare from the government I will not claim support from the College.
- I understand that support will only be given towards the cost of childcare fees upon the student successfully meeting the eligibility criteria of this fund. I understand the student is responsible for all childcare fees until eligibility is confirmed by the College in writing to me.

Print Name:

Date:

Signature:

PROVISIONAL CHILDCARE ARRANGEMENTS: (PLEASE ENTER COLLEGE FUNDED SESSIONS ONLY)

Child One's Name: **Date of Birth:**

Day	Start Time	Finish Time	Daily Cost	or	Hourly Cost	Total
Monday			£		£	£
Tuesday			£		£	£
Wednesday			£		£	£
Thursday			£		£	£
Friday			£		£	£
Deductions (if applicable) e.g. Total weekly amount of Government 2 or 3 year funding:						£
Total weekly amount to charge to the College after (if applicable) deductions:						£

Child Two's Name: **Date of Birth:**

Day	Start Time	Finish Time	Daily Cost	or	Hourly Cost	Total
Monday			£		£	£
Tuesday			£		£	£
Wednesday			£		£	£
Thursday			£		£	£
Friday			£		£	£
Deductions (if applicable) e.g. Total weekly amount of Government 2 or 3 year funding:						£
Total weekly amount to charge to the College after (if applicable) deductions:						£

Child Three's Name: **Date of Birth:**

Day	Start Time	Finish Time	Daily Cost	or	Hourly Cost	Total
Monday			£		£	£
Tuesday			£		£	£
Wednesday			£		£	£
Thursday			£		£	£
Friday			£		£	£
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Total weekly amount to charge to the College after (if applicable) deductions:						£

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- I understand that the college maintains the right to reclaim any funding if I am found to have provided incorrect information.
- If the student is eligible for the government's 2 or 3 years funding I will ensure this is deducted before calculating the total weekly amount charged to the college. This will ensure I do not double claim government or other funding. e.g. if the child is receiving 30 hours free childcare from the government I will not claim support from the College.
- I understand that support will only be given towards the cost of childcare fees upon the student successfully meeting the eligibility criteria of this fund. I understand the student is responsible for all childcare fees until eligibility is confirmed by the College in writing to me.

Print Name: **Date:**

Signature: