

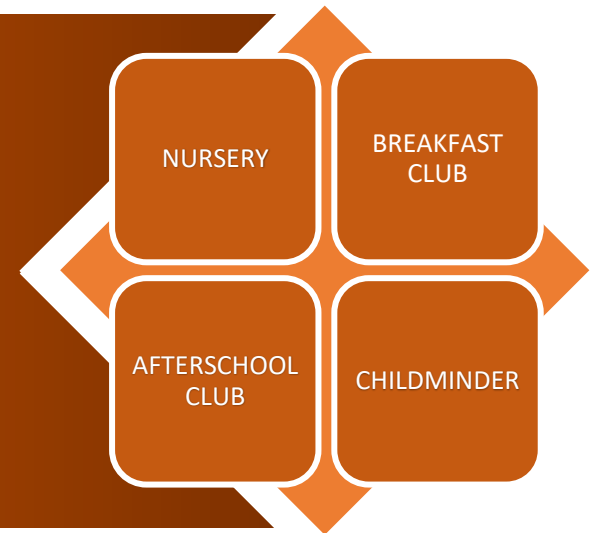
ACADEMIC YEAR 2020/2021



Lincoln / Newark / Gainsborough

CHILDCARE SUPPORT FUND APPLICATION FORM

(20 & OVER ON 31/08/2020)



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

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

LINCOLN COLLEGE
FINANCIAL SUPPORT TEAM
STUDENT SERVICES
MONKS ROAD
LINCOLN
LN2 5HQ

NEWARK COLLEGE
FINANCIAL SUPPORT TEAM
FRIARY ROAD
NEWARK
NOTTINGHAMSHIRE
NG24 1PB

IF YOU NEED HELP COMPLETING THIS APPLICATION FORM PLEASE CONTACT A MEMBER OF THE
FINANCIAL SUPPORT 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 (DETACH AND KEEP THIS PAGE FOR YOUR INFORMATION)

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 Education and Skills Funding Agency (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 Financial Support Team if you require a printed version.

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 UK/EU for all of the last 3 years (other rules may apply)
- Aged 20+ on 31/08/2020 and have started at the College on a course of Further Education funded by the ESFA. **If you are under 20 on 31/08/2020 please contact the Financial Support 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 Universal Credit **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 to 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 complete the Terms and Conditions form with the Financial Support 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 2020/2021**

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 Financial Support 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.

UNIQUE ID.				
------------	--	--	--	--

**CHILDARE SUPPORT FUND APPLICATION
ACADEMIC YEAR 2020/2021 FOR STUDENTS AGED 20 OR OVER ON 31/08/2020**

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

1. PERSONAL DETAILS:

Surname: Forename(s):

Date of Birth: Age (On 31/08/2020): Student ID:

Full Address: Post Code:

Email Address:

Contact Number: Nationality:

Have you lived in the UK/EU for the last 3 years? Yes No Are you an Asylum Seeker? Yes No

At your term time address do you live:

Alone with spouse/partner with parents/guardians in halls/shared house

2. 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 Caister Equestrian Centre Gainsborough College Other

3. FINANCIAL ELIGIBILITY

PLEASE TICK	ELIGIBLE EVIDENCE	EVIDENCE YOU WILL NEED YOU TO PROVIDE
<input type="checkbox"/>	Child Tax Credit/Working Tax Credit but only where Total Income for the year 2020/2021 when added to your Tax Credit for the Period shown on your Final or Amended HMRC Award Notice is below £22,500.	<i>All pages of your (the student) Final or Amended Working/Child Tax Credit Award Notice (2020/2021) confirming continued receipt of award beyond 01/09/2020. If you are not able to provide this please provide your Provisional/Annual Review Working/Child Tax Credit Award Notice (2020/2021) and your most recent bank statement showing that the payments received match exactly to your payments shown on your award notice.</i>
<input type="checkbox"/>	Universal Credit but only where assessed annual net earnings when added to your Universal Credit monthly payments is below £20,000.	<i>All pages of your (the student) last 3 months Universal Credit Award Statements printed from your on-line account. This will allow us to calculate your average monthly income. If you have not yet received 3 months UC statements please provide as many as you can and a copy of all pages of your UC Journal.</i>
<input type="checkbox"/>	Income Support	<i>All pages of your (the student) award letter dated 2020 confirming receipt beyond 01/04/2020 for the benefit(s) you have ticked.</i>

4a.

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. 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 2020/21 Academic Year only and that I must re-apply for any future academic year. I agree to inform the Financial Support 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 complete the Childcare Terms and Conditions form with the Financial Support 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.**

4b.

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

<input type="checkbox"/>	Evidence required to support eligibility through receipt of benefit (Section 3)
<input type="checkbox"/>	Universal Credit Claimants Only: Birth certificate for each child or copy of all pages of Child Benefit letter naming each child you are claiming support for.
<input type="checkbox"/>	Your provisional College timetable (if you have one).
<input type="checkbox"/>	If you use a Childminder, a copy of your Childminder(s) OFSTED Certificate(s).

Student Signature:

Date:

Print Name:

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			£		£	£
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: