



HARPUR TRUST

**20+ Childcare Bursary
2016/17**

This form is for students aged 19 and older who are in receipt of the Advanced Learner Loans for a level 3, 4, 5 and 6 FE qualification from the 31 August 2016. If you are not in receipt of the Advanced Learner Loan, please do not complete this form.

Submitting your application

Your Bursary Applications must be returned to Shuttleworth College
However please be aware that applications will be processed on a first-come-first-served basis.
Shuttleworth College cannot take responsibility for any forms lost or mislaid in the post. If delivery in person is not possible, we recommend that you photocopy your documents/evidence and send your application form to the following address by Recorded Delivery :

**Margaret Dentith
Shuttleworth College
Old Warden Park
Biggleswade
Bedfordshire
SG18 9DX**

Your application will be treated in the strictest confidence.

**For more information, please contact
Margaret Dentith on 01234 291276 or mdentith@bedford.ac.uk**

- Applications cannot be accepted without the correct supporting evidence.
- Failure to provide this will lead to a delay in your application being processed.
- We aim to notify you of the outcome of your application within 4 weeks of receiving your fully completed application form however during peak periods this may be extended.

Application Deadline: 16th June 2017 (subject to available funds)

In order to receive notification of your award for the first payment date in October, forms must be received by **1st August 2016**. Forms submitted after this date will be processed as quickly as possible.

Please keep this page as your receipt. It may be requested at enrolment. Thank you.

Official Use Only

Date Stamp:

Form received from: _____

Signature:

Next steps...

What happens after I submit my application form?

1. A member of staff checks that your form is completed correctly and photocopies any income evidence that you have provided. A receipt is issued to you for your records.
2. The Student Finance team will process your application and will contact you if more information is required. They are unable to assess incomplete application forms.
3. All assessed applications are presented to the Bursary Panel for approval.
4. Following approval we will write to you confirming your award.

What if I don't agree with the Bursary Panel's decision?

If you wish to appeal against a decision please put it in writing to the Quality Manager within 10 days of receiving your award letter. Appeals will be acknowledged within 3 working days of receipt and resolved within 21 working days.

How will I receive my award? **BACS Transfer Payments**

20+ Childcare

A direct payment to your childcare provider in arrears in the 1st week of each month. starting from October 2016.

If your household income is between £16,191 and £30,000 you will be required to pay 50% towards your childcare costs.

If your household income is less than £16,190 you will be required to pay 20% towards your childcare costs as the maximum support the College will offer is 80%

Please note the Childcare Bursary cannot pay for deposits or retainers and can only pay for childcare during timetabled lessons on a term-

Are my payments subject to any conditions?

All payments cannot be released until you have enrolled onto your course.

The earliest payment date for all bursaries is the beginning of October 2016.

Subsequent payments are subject to good attendance which is monitored for continued receipt of the bursary.

You will be informed of a reduced payment via your email address 3 days before the payment date.



HARPUR TRUST

Official Use Only
Date returned/received: _____
Staff name : _____
CHDC

Your Details

Student Name		Student No.	
DOB	/ / (DD/MM/YY) Age:	Telephone	
Address		Email	
		Postcode	

Your Course

Course Title		Part-Time	Full-Time
Level	3 4 5 6 Other:	Year: 1st	2nd 3rd

Start Date: _____ **End Date:** _____

Advanced Learner Loans Detail

Advance Learner Loan Reference Number: _____

Is the Loan for the full course fees or a part payment of the fees: (circle one) **Full** **Part**

Duration of the course : 1 Year 2 Years

Continuing Learners

Did you receive a childcare bursary at Shuttleworth College in 2015/16? **Yes** **No**

What course did you study? _____

Did you complete the course? **Yes** **No**

Childcare Arrangements

Do you have a childcare contract / agreement for your childcare provisions? _____

How many childcare do you require childcare support for? _____
Please note that the maximum childcare support is £11,580 per household per year.

Are you in receipt of the Free 15hrs early years childcare funding? _____
If you are in receipt of a means tested benefit, your child is eligible from the age of 2 years. You will be required to use this allocation towards your study time at the College, we will pay for any additional childcare needed above the government funding. For more information please contact your local council or visit: www.gov.uk/find-free-early-education

Eligibility Table

- Please consult the table below for evidence of your household income.
- You must attach **evidence** to this application.
- Your household includes whoever is supporting you financially e.g. spouse or partner

Household Income	Evidence Required
If over £30,000	<ul style="list-style-type: none"> • None required
If between £16,191 - £30,000	<ul style="list-style-type: none"> • Payslips for the last three months • 2015/16 Tax Credit Notification (all pages required) or 2016/17 Tax Credit Review • Child's full birth certificate / evidenced in Tax credits notification • Signed Childcare contract / agreement
Less than £16,190	<ul style="list-style-type: none"> • Payslips for the last three months • 2015/16 Tax Credit Notification (all pages required) or 2016/17 Tax Credit Review • *Letter from Jobcentre Plus / DWP /Local Authority with bank statement showing the benefit received if out of date • Child's full birth certificate / evidenced in Tax credits notification • Signed Childcare contract / agreement <p>*Please note that bank statements alone will not be accepted as evidence of Tax Credits or a means-tested benefit.</p>

Student Declaration

Please carefully read the following and sign/print your name in the boxes below. By signing,

YOU CONFIRM THAT:

- The information you have given on this form is—to the best of your knowledge—correct and true
- You have **PARENTAL RESPONSIBILITY** for the children named on this form, and that your partner (if you have one) is not able to care for them while you attend college
- Any changes in circumstances will be reported to Student Services immediately (this includes change in bank accounts, timetables, childcare provider, change of address and contact details etc.)

YOU UNDERSTAND THAT:

- Shuttleworth College will only make a contribution towards childcare costs; you will be expected to pay the difference to your childcare provider
- Shuttleworth College will only provide funding for childcare during timetabled lessons on a term-time only basis and you will be liable for any excess costs that childcare .
- Shuttleworth College reserves the right to request the return of any item of equipment or the repayment of funds in the event that you withdraw from your course.
- You will abide by Shuttleworth College's Code of Conduct.
- You will maintain satisfactory attendance of 95% or above or accept a lesser paid award for poor attendance

PRINT NAME

SIGN **DATE**

Student Survey

Please help us to maintain and improve the Childcare Bursary Fund by completing this survey. Please circle where appropriate.

How did you find out about the Childcare Bursary?	Prospectus	Open Day	Tutor/ Lecturer	Student Services
Enquiries & Guidance	Friend	Student Handbook	Local/Social Media	Other.....

When providing advice about the Childcare Bursary, Student Services were...	Extremely helpful	Very helpful	Helpful	Unhelpful
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Was the application form easy to understand?	Yes	No
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If no, which bits did you find most difficult?	Personal Details	Your course	Income and Evidence	Residency Status
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Would you be able to study at Shuttleworth College without any financial assistance?	Yes	No
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Are you aware that if you plan to return to Shuttleworth College next year you will need to re-apply for funding?	Yes	No
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20+ Childcare

To be completed by the Childcare Provider Only

Child Full Name (1):	Child Full Name(2):
Date of Birth:	Date of Birth:
Parent Name:	Parent Contact Number:
Childcare Provider Name:	Address of Childcare Provider:
Ofsted Registration Number:	Post Code:
Manager Contact No:	Email:

Childcare Contract

Sessions Booked	Morning	Afternoon	Whole Day
Monday	£	£	£
Tuesday	£	£	£
Wednesday	£	£	£
Thursday	£	£	£
Friday	£	£	£
Total Costs			
Discounts applied			
		Total weekly cost of childcare	£

What is your notice period for cancellation: _____ Is parent aware of this period? _____

Do you have a signed contract with the parent? _____ If yes, please attach copy to this form.

Payments will be made via BACS in arrears in the 1st week of every month direct to the Childcare Provider only. Please provide your bank account details below so that we can process payments direct to you.

Please read notes on the second page for more information about the childcare bursary.

Childcare Provider Account Name							
Account Number							
Sort Code							

Declaration

- I understand that the College will provide a written confirmation on the outcome of the student's application.
- I understand that childcare provision will be paid for the time the student is timetabled to attend college only and that the college is not liable for any excess incurred. We pay in arrears, **in equal monthly instalments over ten months.**
- I understand that I must inform the college when the student's child/children cease to use our facilities

Name: _____ **Signature:** _____ **Date:** _____

Shuttleworth College Childcare Bursary 2016/17

Information for Childcare Organisations

20+ Childcare	Government funded financial support for students aged 20 years and over on eligible funded courses. Students aged between 16 and 19 must apply to Care to Learn for childcare funding.
Level of Support	<p>Where household income is between £16,191 and £30,000 students will be required to pay 50% of their childcare costs. The college will contribute the other 50%.</p> <p>Where household income is less than £16,190 students will be required to pay 20% of their childcare costs. The college will contribute the other 80%.</p>
Period of Support	Most of our courses run over 33 weeks and some over 32 week or less. We will only provide funding for childcare during timetabled lessons on a term-time only basis. The college term comes to an end on 23rd June 2017.
Payment	<p>A direct payment to your childcare provider in arrears in the 1st week of each month, starting from October 2016.</p> <p><i>Please note the Childcare Bursary cannot pay for deposits or retainers.</i></p>
Free childcare and education for 2 to 4 year-olds	<p>All 3 to 4-year-olds in England can get 570 hours of free early education or childcare per year. It's usually taken as 15 hours a week for 38 weeks of the year. Some 2-year-olds are also eligible.</p> <p><i>Students will be required to use this allocation towards their study time at the College, we will pay for any additional childcare needed above the government funding. We cannot duplicate any government support available to the student.</i></p>
Notice Periods	The College will only pay for a maximum notice period of up to four weeks in the event that a student withdraws from the College without informing the childcare organisation . Childcare organisations are advised to inform the college of any child absence of one week or over where they are receiving childcare funding for that child.
Award / Payment Notification	<p>A copy of the students award letter will be sent to the childcare organisation. The award letter will show:</p> <ul style="list-style-type: none"> • the total number of days per week • the number of week for the academic year • the payment dates