

Childcare Supplement 2018/2019

Please complete this section if you require childcare assistance whilst you are studying. Please read this section carefully as it will tell you what college are able to assist you with and what you will not receive help with as well as the terms and conditions of the award. You will be asked to sign at the end of this supplement to indicate that you have read and understood this document.

If you have any questions, please email financial.support@northamptoncollege.ac.uk or drop into Student Services at Booth Lane.

RULES FOR CHILDCARE SUPPORT FROM THE STUDENT BURSARY SCHEME

1. All students may be expected to contribute towards the cost of their childcare for their timetabled hours. If the childcare is charged by the hour, the times that you are in lessons will be covered. If the childcare is charged sessionally the cost of the session will be covered for your lesson times. Breaks between lesson times are also covered.
2. Your chosen Childcare Provider **MUST** be pre-registered with Northampton College and OFSTED at the time of application. A list of pre-registered childcare providers is available from Student Services or on the Northampton College website. Any funding awarded will be paid directly to childcare providers by BACS transfer where possible. **Payments will not be made to childcare providers who are not registered.**
3. You will be awarded childcare support based on your timetabled hours during **term time only**. Northampton College are unable to assist with travelling time, registration fees, deposits or additional activities that incur a cost. Northampton College will pay up to 100% of childcare costs. If you are eligible for free childcare hours, you are expected to use those to cover your timetabled hours.
4. There is a maximum bursary award of £5000 per **student** per academic year. This amount **includes** any funding you are entitled to through 15/30 hours Early Years Funding and any funds awarded for equipment etc.. If you are eligible to receive the Childcare Element of Tax Credits, then this will also be deducted from the award. The expectation is that your free hours are used to cover your timetabled hours at college.
5. Northampton College does **NOT** assist with breakfast clubs and will only assist with Afterschool Clubs if your timetable runs after 3.15pm.

Please complete details of each child that you need childcare assistance for.

1. Child Name		Date Of Birth	
Name & Address of Childcare Provider			

2. Child Name		Date Of Birth	
Name & Address of Childcare Provider			

3. Child Name		Date Of Birth	
Name & Address of Childcare Provider			

Childcare Declaration 2018/2019

Please read this section carefully before signing below. If you need more information on any of the points, please visit Student Services or email financial.support@northamptoncollege.ac.uk

TERMS OF THE AWARD

- Your chosen provider must be on the approved list of providers for 2018/2019 which is available on the college website. We cannot assist with childcare costs for a provider not on the list.
- Attendance will be monitored by the mentoring team and must be above **90%**. Should your attendance fall below this level or if you withdraw, financial support may be stopped and you may be asked to pay back any financial support received.
- It is your responsibility to notify us of any changes to your timetable. Any changes in awards will only be backdated to the beginning of the week in which information was received.
- Northampton College reserves the right to withdraw support due to misbehaviour, fraud or if the reputation of the College is brought into disrepute.
- If you choose to discontinue your studies, it is your responsibility to inform both your childcare provider and the Bursary team. Failure to do so may result in you incurring a charge from your childcare provider.
- You may be expected to contribute towards the cost of your childcare. Any free entitlement will be deducted from your award as your free hours should be used to cover your timetabled hours.
- Information regarding your childcare application can be shared with your childcare provider where necessary.

I confirm that I agree to the above terms and conditions and that details contained in this application are accurate. I am aware that if I choose to discontinue my studies during the period for which the assistance was given I will be required to repay any support provided.

Applicant Signature: _____ **Date:** _____

How We Use Your Personal Information

By signing this form, you are agreeing that Northampton College is entitled to use the information provided for purposes connected with the College as an educational institution, including publicity and marketing. The information collected will be stored on Northampton Colleges Therapy's computerised student record system.

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Department for Education, including the Education Funding Agency to meet legal responsibilities under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a Unique Learner Number (ULN), and to create your Personal Learning Record. The information you provide may be shared with other partner organisations for purposes relating to education or training.

The information you supply will be used by the Chief Executive of Skills Funding ("the Agency") and, when needed, the Education Funding Agency for England, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. Further information about use of and access to your personal data, and details of partner organisations are available at:

www.learningrecordsservice.org.uk/privacynotice, <http://skillsfundingagency.bis.gov.uk/privacy.htm>,

<http://www.learningrecordsservice.org.uk/documentlibrary/documents/Code+of+Practice+for+Sharing+of+Personal+Information.htm>