

**PLEASE READ THESE NOTES CAREFULLY AND RETAIN FOR FUTURE REFERENCE**

### **Aims of the 20 Plus Childcare Support Scheme**

Students aged 20 and above on 31st August 2021 at the start of the academic year may be eligible for support with childcare costs from the Student Support Fund if they satisfy the General Eligibility Criteria. **There is no entitlement to Childcare support and each application will be assessed on a first come first serve basis.**

The fund has qualifying criteria that are detailed in the Further Education Access Fund Policy 2021/22, copies of which are available from: ASC (Advice Support Careers) or the Access Fund Office or viewed on the College website: [www.newcollegedurham.ac.uk](http://www.newcollegedurham.ac.uk)

For further guidance/assistance or to return your form please contact the Access Fund Team.

<b>Telephone:</b> 0191 375 4218	<b>Email:</b> <a href="mailto:access.fund@newdur.ac.uk">access.fund@newdur.ac.uk</a>	<b>Office:</b> East Mall - Orange 0.28
---------------------------------	--	--

### **Eligibility Criteria**

To be eligible for consideration for the 20 Plus Childcare Scheme, students must:

- a. be aged 20 and over on 31<sup>st</sup> August 2021; and be enrolled on a full-time course as defined by New College Durham.
- b. have an attendance record of at least 90%, be up-to-date with all course work/assignments and receive a satisfactory tutor report;\*
- c. have a gross household income **including benefits** of less than £32,000 in the previous tax year 2020/21.

(Household income/jointly claimed benefits will be assessed for both the learner and any partner or spouse. If an eligible learner lives in the parental home, the household income of the parent/guardian will be assessed, unless they are financially independent of their parent(s). Evidence **MUST** be provided of financial independence.)

- d. Use a childcare provider who is registered with the Office for Standards in Education (Ofsted) to receive payment via the Student Support Scheme. *(You can contact the Families Information Service on 0800 917 2917 for a list of childminders/nurseries. It is the responsibility of the parent/guardian to agree the terms of a contract with the childcare provider.)*

**The attendance threshold is set at 90% acknowledging that students may not be able to achieve 100% attendance. The bursary schemes seek to reward students attending College. Therefore, the attendance records for the bursary schemes do not differentiate between authorised and unauthorised absence.**

### **Applications**

The student must be enrolled on a full-time course for the 2021/22 academic year before an application can be submitted for processing. Applications will not be accepted without evidence being provided of the eligibility of the student to apply for this scheme.

The College will **NOT** be liable for any Childcare costs occurring prior to the application for the scheme being approved. In addition, the college will **NOT** be liable for any in year (Academic year 2021/22) cost increases.

20+ FE Childcare 2021-22

*The data you have provided on this form will be used to process your application and we will hold it in our systems until 6 years after you finish your course to ensure we have adequate records to deal with enquiries and complaints. We will make a decision based on your household income including benefits and the data you provide will not be passed to any other third party without your consent, except when the College is required to do so by law. For further information on how the College manages your information please see the [Privacy Notices](#) page on our website.*

### Payments

The childcare provider should send an invoice on letter headed paper to the Access Fund. **There is no payment in advance for services yet to be provided.** Payment will then be made via Banks Automated Credit System (BACS) transfer directly to the childcare provider. In order to arrange payment, the college requires certain information. Could you please ask your provider to complete and return the attached pro-forma?

As payments are dependent on student attendance reports and the student being up to date with all course work/assignments, payment may be delayed at the beginning of each month while these checks are carried out. Childcare payments are normally available only to support attendance at classes/tutorials/placements (with the exception of retainer fees). In exceptional circumstances the College may consider an extension to this to allow completion of academic work. The College payments will be solely for childcare and there will be no payment for penalty charges which are advocated by some providers (e.g. late payment fees). The College will suspend or reduce payment if your attendance falls below 90% and/or receives an unsatisfactory tutor report.

Where students are required to pay retainer fees in order to retain the place in the nursery in non-term time, for example Christmas, Easter, half terms, it is vital that this information is reflected in any application of childcare support. **The college will only pay a retainer fee which equates to no more than 50% of the fees normally incurred in term time.**

If a student engages in employment during the non-term times, they are **not** eligible to receive support via the Scheme during the period of employment. If a student is absent from college due to sickness, they are not expected to utilise their childcare provider on the days they are not attending college.

Each household will be limited to a **maximum childcare support of £100 per child/per week for a maximum of two children.** The student will be liable for any childcare costs incurred over and above the stated limits.

### Case Review

Applicants who have been refused support have the right to have a case review undertaken by a member of the College Senior Executive Group (SEG).

Case reviews must be made in writing (letter or e-mail) within 10 working days of receipt of the College's decision to decline support. Please refer to Further Education Access Fund Policy 2021/22.

### Appeals

Applicants who have been refused support following a case review have the right to make a final appeal. Appeals must be made in writing within 10 working days of receipt of the Case Review decision to decline support. Refer to Further Education Access Fund Policy 2021/22.

Please address all case reviews or appeals to the Access Fund, New College Durham, Framwellgate Moor Campus, Durham, DH1 5ES.

**PLEASE COMPLETE THIS FORM FULLY**

<b>Student Information</b>
<b>Enrolment Number:</b>
<b>First name:</b>
<b>Surname:</b>
<b>Date of Birth:</b>
<b>House number and street:</b>
<b>Town:</b>
<b>Postcode:</b>
<b>Contact number:</b>
<b>Email address:</b>
<b>Course Title:</b>
<b>Course Tutor:</b>

## You must provide evidence to support your application - types of evidence considered

**Evidence of household Income – Income must be below £32,000 to receive financial support**

<b>Earnings from Employment or Self-employment</b>	P60 dated April 2020 OR latest documentation from Accountant or Self - Assessment
<b>Income Support</b>	Latest Award letter no more 12 months old. <b>All Pages</b>
<b>Disability Living Allowance and/ or Personal Independence Payments</b>	Latest Award letter no more 12 months old. <b>All Pages</b>
<b>Guaranteed Element of Pension Credit</b>	Latest Award letter no more 12 months old. <b>All Pages</b>
<b>Income related Employment Support Allowance (ESA)</b>	Latest Award letter no more 12 months old. <b>All Pages</b>
<b>Job Seekers Allowance</b>	Latest Award letter no more 12 months old. <b>All Pages</b>
<b>Universal Credit</b>	Download <b>3 recent monthly payments</b> showing all your monthly benefits and earnings. <b>All Pages. STATEMENTS WILL NOT BE ACCEPTED</b>
<b>Working Tax Credit / Child Tax Credits</b>	Final Tax Credit Award Notice <b>2020/21 dated after April 2021. Provisional forms cannot be accepted, Send ALL Pages ensuring page numbers are visible. Ensure any other benefits stated on this form are also provided. i.e. ESA or JSA, Income Support.</b>

20+ FE Childcare 2021-22

*The data you have provided on this form will be used to process your application and we will hold it in our systems until 6 years after you finish your course to ensure we have adequate records to deal with enquiries and complaints. We will make a decision based on your household income including benefits and the data you provide will not be passed to any other third party without your consent, except when the College is required to do so by law. For further information on how the College manages your information please see the [Privacy Notices](#) page on our website.*

All requested evidence must be submitted with this completed form.

## A. Childcare Information

	Before/After School	Nursery	Childminder
Is the childcare you require:			

Do you receive a Nursery Education Grant?  Yes\*  No

Do you have a contract with your childcare provider?  Yes\*  No

**Please provide a copy of the contract.**

## B. Attendance Information (College/Placement)

<i>Please state below the day(s) and time(s) you will be in attendance</i>	<b>AM</b>	<b>PM</b>
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		

## C. Student Declaration

*I declare that I accept the terms and conditions contained within the Further Education Access Fund Policy 2021/22 and the accompanying documentation to this form. The information I have given on this form is correct and complete to the best of my knowledge and I understand that giving false information will automatically disqualify my application and could result in action under the student disciplinary procedures.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE READ THESE NOTES CAREFULLY AND RETAIN FOR FUTURE REFERENCE**

### **Payments**

An invoice should be sent to the Access Fund at the end of each month, showing the following information for each child: days, times and cost per session/day/week, on letter headed paper. There is no payment in advance for services yet to be provided. Payment will then be made via Banks Automated Credit System (BACS) transfer directly to the childcare provider. In order to arrange payment, the college requires certain information, could you therefore please complete the attached pro-forma.

**NB the College cannot accept in year changes to childcare costs, in addition we are unable to make retrospective payments under this policy. The college will only be liable for the costs identified in Section D. Childcare Information and will not accept any in year changes (Academic year 2021/22).**

Where students are required to pay retainer fees in order to retain the place in the nursery in non-term time, for example Christmas, Easter, half terms, it is vital that this information is reflected in any application of childcare support. **The college will only pay a retainer fee which equates to no more than 50% of the fees normally incurred in term time.**

**As payments are dependent on student attendance reports and the student being up to date with all course work/assignments, payment may be delayed at the beginning of each academic term while these checks are carried out.** Childcare payments are normally available only to support attendance at classes/tutorials/placements (with the exception of retainer fees). In exceptional circumstances the college may consider an extension to this to allow completion of academic work. The College payments will be solely for childcare and there will be no payment for penalty charges which are advocated by some providers (e.g. late payment fees). The College will suspend or reduce payment if the student's attendance falls below 90% and/or receives an unsatisfactory tutor report.

If a student engages in employment during the non-term times, they are **not** eligible to receive support via the Scheme during the period of employment. If a student is absent from college due to sickness, they are not expected to utilise their childcare provider on the days they are not attending college.

Each household will be limited to a **maximum childcare support of £100 per child/per week for a maximum of two children.** The student will be liable for any childcare costs incurred over and above the stated limits.

Acceptance for support this year does not guarantee continuing support. The student must **re-apply** each new academic year.

**The Access Fund Office will send the childcare provider a copy of the Access Fund Policy and College term dates.**



Do you charge a retainer fee? Yes/No

**\*Please attach a copy of your policy with this form.**

**Details about the Childcare Support Fund at New College Durham**

- Please note support will start at the beginning of the academic term. Late applications will be processed when received, there will be no retrospective payments for childcare.
- All payments will be made by BACS direct to the childcare provider for childcare provided. There will be no payment in advance for services yet to be provided. The College payments will be solely for childcare and there will be no payment for penalty charges which are advocated by some providers (e.g. late payment fees).
- Students will only receive childcare support for the hours they attend college or placement. As payments are based on student attendance, support will be withdrawn if this falls below 90%. We will inform you in writing of these hours and days. **These payments are dependent on attendance reports and in some instances, this may delay payment at the start of each academic term.**
- If support is withdrawn, the student becomes responsible for payment of any outstanding accounts.
- Awards are based on the information provided on this application form. The college will **NOT** be liable for any Childcare costs occurring prior to the application for the scheme being approved. In addition, the college will **NOT** be liable for any in year (Academic year 2021/22) cost increases.

**E. Provider Declaration**

The data you have provided on this form will be used to process your application and we will hold it in our systems until 6 years after you finish your course to ensure we have adequate records to deal with enquiries and complaints. We will make a decision based on your household income and the data you provide will not be passed to any other third party without your consent, except when the College is required to do so by law. For further information on how the College manages your information please see the [Privacy Notices](#) page on our website.

I declare that I accept the terms and conditions contained within the Further Education Access Fund Policy 2021/22 and the accompanying documentation to this form. The information I have given on this form is correct and complete to the best of my knowledge and I understand that giving false information will automatically disqualify my application and could result in action under the student disciplinary procedures.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return your completed form to: Access Fund Office, New College Durham, Framwellgate Moor Campus, Durham, DH1 5ES.**

20+ FE Childcare 2021-22

The data you have provided on this form will be used to process your application and we will hold it in our systems until 6 years after you finish your course to ensure we have adequate records to deal with enquiries and complaints. We will make a decision based on your household income including benefits and the data you provide will not be passed to any other third party without your consent, except when the College is required to do so by law. For further information on how the College manages your information please see the [Privacy Notices](#) page on our website.