

This scheme can help with childcare costs while studying.

What it Covers

- Your childcare, including deposit and registration fees.
- A childcare taster session for up to 5 days.
- Keeping your childcare place over the summer holidays.
- Taking your child to your childcare provider - the college will either pay your travel costs or arrange travel for you – *bus pass or travel refund see terms and conditions for supported travel and bursary.*
- Maximum of £180.00 per child per week.

Eligibility Criteria

To be eligible students must:

- a. be a parent aged under the age of 20 on 31st August 2025; and be enrolled on a further education course as defined by New College Durham.
- b. be the main carer for your child, live in England, you are either a British Citizen or have a legal right to live and study in England, your course qualifies and your childcare provider qualifies.
- c. 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 03000 269 995 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.)*

Applications will not be accepted without evidence being provided of the eligibility of the student to apply for this scheme.

The following evidence must be provided

- completed application from
- a copy of the child's birth certificate
- a letter confirming receipt of Child Benefit for that child

Payments

The college will make payments directly to your childcare provider. Before payments are made the college will check:

- with your childcare provider to confirm your child's attendance.
- you're attending your course – *(have an attendance record of at least 90%, be up to date with all course work/assignments and receive a satisfactory tutor report).*
- there is no payment in advance for services yet to be provided.
- payment is made directly via BACS transfer to the provider.
- *If support is withdrawn, the student becomes responsible for payment of any outstanding accounts.*

The childcare provider is responsible for sending an invoice on letter headed paper to the Access Fund Office before payments are made.

Payments will stop if

- you stop attending your course or have poor attendance
- you reach the end of your course
- your child stops attending childcare

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 2025/26.

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 2025/26.

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

The fund has qualifying criteria that are detailed in the Further Education Access Fund Policy 2025/26, copies of which are available from: the Access Fund Office or viewed on the College website: www.newcollegedurham.ac.uk

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

0191 375 4218	access.fund@newdur.ac.uk	East Mall - Orange 0.28
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PLEASE COMPLETE THIS FORM FULLY

Student Information

Student Reference Number:			
Course Title:			
Tutor:			
First name:		Surname:	
House number		Street:	
Town:		Postcode:	
Contact number:			
Email address:			
Your date of Birth:			
Date of birth of child/ren			

Evidence is required to check for eligibility.

Child's birth certificate		Evidence of child benefit for the named child	
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Do you receive a Nursery Education Grant? Yes/No

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

Is the childcare you require (please circle)	Before/After School	Nursery	Childminder
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Student Declaration

By signing this form, you agree.

- to the terms and conditions contained within the Further Education Access Fund Policy 2025/26 and accompanying documentation relating to care to learn (*available from: Access Fund Office or the Policy can also be viewed on the College website: www.newcollegedurham.ac.uk*).
- I understand that I may have to repay any money and will be automatically disqualified from this scheme and action could be taken under the student disciplinary procedures if the information given on this form is misleading or inaccurate or if I withdraw from my course early.
- I confirm that I am not on an Apprenticeship or Higher Education (Degree) course.
- I agree to notify the Access Fund Office of any change in my circumstances which may affect my eligibility for funding.
- I understand that if I am in receipt of any benefits, I must declare that I am receiving financial support from the college to other agencies.

Student Signature _____ **Date** _____

PLEASE READ THESE NOTES CAREFULLY AND RETAIN FOR FUTURE REFERENCE

Provider Information - To be completed by childcare provider (return with your application form).

Provider Name		Ofsted Registration No:	
Address		Postcode:	
Email address		Telephone/mobile	
Name of contact		Position	

Bank account details -payment made direct into provider bank account – invoice on letter head payment must be received, no payments will be made upfront.

Name on account:		Bank Name:	
Sort Code:		Account No:	

Childcare Information

Details of Child(ren) receiving Childcare

Full Name(s) of Child(ren)	Date of Birth

Childcare Information – chargeable rates

Hourly rate	AM care	PM care	Full day care	Do you charge a retainer fee? Yes/No (what is the cost)

Do You Charge a Retainer Fee? Yes/No If yes what is the cost?

Days child/ren will be in childcare

	No. of children	Attendance HRS/AM/PM/FD	Nursery Education Grant if applicable	Total cost per day
Monday			£	£
Tuesday			£	£
Wednesday			£	£
Thursday			£	£
Friday			£	£
Total cost per week			£	£

Please attach a copy of your policy with this completed form.

A copy of the contract must be provided with this form for this application to be processed.

Notes and payment terms for provider

PLEASE READ THESE NOTES CAREFULLY AND RETAIN FOR FUTURE REFERENCEPayment information

An invoice should be sent to the Access Fund at the end of each month, showing 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.

Childcare payments are normally available only to support attendance at college (which is monitored). 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.

Payment will be made via BACS directly to the childcare provider.

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 stop payment if the student's attendance falls below 90% and/or receives an unsatisfactory tutor report, stops attending, reaches the end of the course or the child stops attending childcare.

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 £180 per child/per week**.

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

Payment terms of invoice will be noted, payment will not be made by the college if there are any discrepancies in the information received from the student if this is incorrect on the information received from the provider.

- *Support for childcare will not start until the beginning of the academic term.*
- *Late applications will be processed when received, there will be no retrospective payments for childcare.*
- *Students will only receive childcare support for the hours they attend college or placement.*
- *The college will **NOT** be liable for any Childcare costs occurring prior to the application for the scheme and an application being approved.*
- *In addition, the college will **NOT** be liable for any in year (academic year 2025/26) cost increases.*

Provider Declaration

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

Provider Signature: _____ **Date:** _____

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.