

## **Financial Support Procedures 2023-2024 20 + Childcare (Full and Part time Students)**

Northern College is committed to supporting students to access learning where hardship is a barrier to education. These procedures should be read in conjunction with the Financial Support Policy 2023/2024. The purpose of this procedure is to provide guidance on how eligible students can access support Childcare for costs whilst studying.

Please note for a student under 20 years of age on the first day of their academic course they should apply to Care to Learn at [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)

Applications can be submitted prior to enrolment to the course. Payments will be made once the application has been approved and enrolment is completed. Applications should be made in conjunction with Student Financial Support applications.

### **1. Eligibility**

To be eligible students must;

- 1.1.1 Be aged 20 + on the first day of learning.
- 1.1.2 Be the primary carer or have parental responsibility for the child or children being claimed for.
- 1.1.3 Have an individual taxable income of £21,255 or below. If there is no individual taxable income, a household income where the overall income doesn't exceed the threshold of £32,000.
- 1.1.4 Meet residency requirements as outlined in the Financial Support Policy 2023/24.
- 1.1.5 Be enrolled on an ESFA, SYCA or WYCA funded programme of study.

### **2. Evidence required**

Students will be expected to produce;

- 2.1.1 Evidence of the child/children birth certificate/s.
- 2.1.2 Evidence of Tax Credit Award Notice. This information will be copied and retained with the application. The information provided in the Tax Credit Award should provide up to date evidence of personal circumstances, including income and details of child/children.
- 2.1.3 Where provisional Tax Credit documentation or a tax Credit review letter is submitted as evidence, students will be also expected to provide three most recent bank statements (to show ongoing tax Credit payments).
- 2.1.4 Evidence of state benefits.
- 2.1.5 An asylum seeker must provide supporting evidence such as Home Office letter and ARC (Application Registration Card) card.

- 2.1.6 Evidence may be submitted electronically, by post or in person. The type of evidence submitted will be documented by the college however any copies provided will be destroyed in line with GBGDPR.

### **3. Application process**

- 3.1.1 A Childcare Support Application Form must be completed and approved to meet the cost of childcare provision along with any required evidence.
- 3.1.2 Students must provide a completed 'Childcare Quote Form' from their childcare provider alongside the childcare application form. The childcare provider must be Ofsted registered.
- 3.1.3 Section 2 of the Childcare Support Application Form must be completed by the childcare provider to ensure support payments can be made in line with terms and conditions. This must include the Ofsted registration number. Applications will not be approved until this is completed and verified.
- 3.1.4 Childcare support is not guaranteed and, until approval of application, childcare payments are the responsibility of the parent or guardian. Students are advised to submit timely applications to ensure childcare payments can be made in line with provider contracts.
- 3.1.5 Northern College will contact the childcare provider with the College Childcare Agreement and full payment schedule.
- 3.1.6 The College has the right to withdraw payment from the provider should the provider lose registration, be deemed inadequate or requiring improvement.
- 3.1.7 All applications and supporting evidence will be treated as confidential. However, it may be necessary for Student Support Services to contact other College staff and/or childcare providers for additional information to allow for an application to be processed.
- 3.1.8 If a childcare application is declined all associated childcare costs must be met by the student.

### **4. What the College will pay for**

- 4.1.1 Where students are eligible to receive Government 2/3 or 4 year Funded Childcare Hours, Free Early Years Entitlement must be used in first instance (FEEE).
- 4.1.2 Students who receive the approved childcare funding are expected to attend 100%. Childcare may be suspended if attendance fails below 95%.
- 4.1.3 Assistance may be granted towards the cost of childcare for eligible students with dependent children up to 15 years of age (16 for children with a disability).
- 4.1.4 Childcare support is for timetabled sessions only plus one-hour travel to and from Northern College as appropriate.
- 4.1.5 All childcare payments will be paid directly to the childcare provider in line with the payment schedule.
- 4.1.6 The maximum childcare costs payable per student will be £80.00 per day per child. Where the childcare costs exceed the maximum amount awarded it will be the responsibility of the student to meet these additional costs which must be paid directly to the childcare provider.
- 4.1.7 The College will fund childcare during identified Independent Study Weeks (Access and Pre-Access) for what would be timetabled sessions plus one-hour travel to and from Northern College as appropriate.
- 4.1.8 College will fund payments to childcare provider in cases of sickness of parent or child. Students must inform Northern College on first day of sickness.
- 4.1.9 Absences will be reviewed after 1 week and a decision will be made by Head of Finance whether to continue childcare funding. Students who do not make the College aware of sickness absence (in line with the Attendance Policy) may be liable for childcare payments.

## **5. What the College will not pay for**

- 5.1.1 The contract for childcare is the full responsibility of the student and any outstanding costs relating to non-attendance, withdrawal from programme or extra hours will be met by the student.
- 5.1.2 Payments for childcare support provided by a family member or friend.
- 5.1.3 Childcare funds will not be available in between courses, where a student enrolls on a number of short courses.
- 5.1.4 Trips, extra meals, parties, or other additional activities provided by the childcare setting.
- 5.1.5 Childcare support for private/home study.
- 5.1.6 Childcare fees where a student has missed College for a holiday or to visit family members.

## **6. Appeals and complaints**

- 6.1.1 Appeals can only be made against the 'process'.
- 6.1.2 All appeals should be made in writing to the Head of Finance. Appeals should be submitted in writing via email to [advice@northern.ac.uk](mailto:advice@northern.ac.uk) or via post to Student Support Services, Northern College, Wentworth Castle, Stainborough, Barnsley, S75 3ET.
- 6.1.3 Appeals will be considered by the Head of Finance and approved by member of ELT. Where an appeal is upheld the student will be notified in writing and there will be no further recourse.
- 6.1.4 All appeals will take into account evidence presented from the student in relation to their financial circumstances with any relevant information from the Student Support Services and other key staff within Northern College.
- 6.1.5 All appeal decisions are final.
- 6.1.6 Complaints should be made in writing in the first instance in line with Northern College complaints procedure.

If you require further information or support, please contact Student Support Services on: 01226 776000 or email [advice@northern.ac.uk](mailto:advice@northern.ac.uk)