



APPLICATION FOR HELP WITH CHILDCARE COSTS

- ❖ You **must use an OFSTED registered childcare provider** to be considered for Childcare Support.
- ❖ This form is in two parts. You need to fill in section 1 and sign the declaration on page 4. You should then arrange for your childcare provider to fill in section 2 before you return the form to Student Support Services. You should do this as soon as possible, late forms may result in late payment.
- ❖ You will need to fill in a separate form for each childcare provider you use. Please contact Student Support Services if you need more forms.
- ❖ You should not claim any Childcare funding that is already supported by any free early education funding. Any eligibility for the Free Early Education Entitlement must be used in the first instance.
- ❖ You and your childcare provider will need to provide confirmation of childcare costs. You will need to provide further information should your childcare costs alter. **Please make sure you send us evidence of your childcare costs by the end of each month**, otherwise your next term's childcare grant may be delayed. If your actual costs differ from estimated costs, we will then reassess your entitlement and, if you have been overpaid or underpaid, we will adjust your entitlement accordingly.
- ❖ You will be expected to provide evidence of your child/children birth certificates and evidence of Tax Credit Award Notice.
- ❖ The information given on this form will be used for the purpose of processing your financial support application in line with GDPR guidelines. It may also be used by Student Support Services for the prevention and detection of fraud. If you knowingly or recklessly provide false information you may lose your entitlement to financial support and may face prosecution.
- ❖ **Please fill in this form in BLOCK CAPITALS.**
- ❖ **When you have completed Section 1 of the form please make sure you sign and date the declaration on page 4 before passing the form to your childcare provider for completion of Section 2.**

SECTION 1 Parent/Guardian details:

1. Your surname (in full)

2. Your first names (in full)

3. Your title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms

5. Your full **home** address and postcode

Postcode

6. Your date of birth

7. Please provide details below of the children who will be receiving OFSTED registered childcare.

Name of child	Date of birth (DD/MM/YYYY)	Date childcare started (DD/MM/YYYY)
	/ /	/ /
	/ /	/ /
	/ /	/ /
	/ /	/ /
	/ /	/ /

8. Will any of the children mentioned in the table on page 2 be entitled to receive Free Early Education Entitlement Fund during the academic year 2025

Yes ☐ No ☐

If 'Yes', please state when your child will become entitled to Free Early Education Entitlement funding:

Month _____ Year _____

and give the name and address of the provider in the box below:

Your childcare costs

When you have received a contract from your childcare provider, or an invoice showing how much you have to pay, please send a copy to Student Support Services with this form along with this application. Please ensure that you have attached the Childcare Provider Quote Form; this will help us to assess your claim accurately.

Declaration – to be signed by parent/guardian

- ❖ The information that I have given on this form is complete and accurate to the best of my knowledge and belief.
- ❖ I understand that it is my responsibility to inform Student Support Services immediately if there is any change to this information or if I leave my course or postpone my studies. Failure to provide this information will result in liability for any outstanding childcare costs.
- ❖ I understand that it is my responsibility to give accurate information and to inform any relevant benefit agencies of my financial support.
- ❖ If I do not take up the childcare as shown above or change to a childcare provider who is not registered or approved, I will have to pay back any overpayment.
- ❖ If I do not provide evidence of childcare costs when asked to do so by Student Support Services I will lose my entitlement and I will have to repay all or part of any Childcare Financial Support paid to me.
- ❖ I understand that my Childcare Financial Support will not be awarded for home based study.
- ❖ I understand that the Childcare Contract and Agreement is binding between myself and my childcare provider. Northern College is a third party to the Agreement and I adhere to the terms and conditions attached to the Financial Support Policy and Procedures.

Your signature

Name

Date

/ /

Please ask your childcare provider to fill in this section of the form before returning it to Student Support Services.

SECTION 2 To be completed by childcare provider

1. Childcare provider details

Name of childcare provider:

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Address:

Postcode

Telephone number

2. Childcare provider registration/approval details

Please provide the details requested and sign the declaration.

Ofsted Registration
number

Date of registration

3. Childcare provider declaration

Please sign the declaration

I agree to provide childcare as shown in section 1 of this form alongside the Childcare Quote Form that this childcare has been approved by or registered with the organisation that I have indicated.

Childcare Provider full
name (in BLOCK
CAPITALS)

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Childcare Provider
signature

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Date

_____ / _____

Commented [KT1]:
Check this?

Parent/Guardian checklist

Before you send this form to Student Support Services, please check you have:

- ☐ Read the notes at the front of this form;
- ☐ Fully answered all the relevant questions;
- ☐ Signed and dated the declaration on page 4;
- ☐ Arranged for your childcare provider to fill in section 2 of this form and the Childcare Provider Quote Form
- ☐ Enclosed a copy of your contract with your childcare provider or invoice, if you have received one
- ☐ Enclose child(s) Birth Certificate(s)

Return the form to:

Student Support Services, Northern College, Wentworth Castle, Stainborough, Barnsley S75 3ET.

It is the students' responsibility to provide all supporting documentation. Failure to do so will delay the application process. It is advised that where a student sends their application (including supporting evidence) by post, postage should be via Recorded or Special delivery. Supporting documentation may also be scanned and sent digitally but must be the original copy. Please note: students may be asked to provide the original paper copy if submitted digitally.

If you do not have enough space to answer any question or would like to add any more information which would help us assess your claim, please use the space below.

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Your signature

Date