

# Childcare Application for Support from the Advanced Learner Loan Bursary

Applications to be submitted for consideration before 15/06/18

## Eligibility Criteria

- Please refer to guidance notes in Part G of this application

**Important Note – Eligibility to this fund does not guarantee an award. Funding is limited and will be allocated on a first come, first served basis.**

FOR OFFICE USE ONLY
Student EBS No.
Date received
Received in Funding Office

## Part A: Personal Information

Surname		Forename	
Date of birth		Age at 31/08/17	
Nationality			
Have you been resident in the UK/EEA for the last 3 years?			Yes <input type="checkbox"/> No <input type="checkbox"/>
I can confirm I am in receipt of an Advanced Learner Loan? <b>Please submit evidence</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>
Home Address			
		Postcode	
Home Tel No		Mobile No	

## Part B: Course Information

Current Course		Full time <input type="checkbox"/>	Part time <input type="checkbox"/>
Course Tutor		Placement* <input type="checkbox"/>	
College Centre		*Letter from placement required as evidence	
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>
<b>AM</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PM</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Please attach a copy of your official timetable</b>			

## Important

No formal contract will exist between childcare providers and the College or Learner Support Fund. The College will pay the childcare provider directly on behalf of the students who will be expected to adhere to current College policies to ensure continued payment. Students will receive support for up to a maximum of 36 weeks per academic year.

**Holiday periods will not be covered by the fund; the student will be responsible for negotiating and paying any costs during these periods directly with the childcare provider.**

### Part C: Financial Information

Paid Employment	Yes <input type="checkbox"/> No <input type="checkbox"/>	Pension Tax Credits	Yes <input type="checkbox"/> No <input type="checkbox"/>
Job Seekers Allowance/ Employment Support Allowance	Yes <input type="checkbox"/> No <input type="checkbox"/>	Incapacity Benefit/ Disability Living Allowance	Yes <input type="checkbox"/> No <input type="checkbox"/>
Income Support	Yes <input type="checkbox"/> No <input type="checkbox"/>	Working/Child Tax Credits	Yes <input type="checkbox"/> No <input type="checkbox"/>
Universal Credit	Yes <input type="checkbox"/> No <input type="checkbox"/>	Any other income e.g. private pension	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Evidence to Support Application – please attach a photocopy of one of the following

- Working Family or Child Tax Credit document (2017/2018) – all pages  
or
- Universal Credit document, benefit confirmation letter (dated within 3 months of application) and a copy of child(ren)s birth certificate

### Please provide evidence of the following as applicable

- A copy of the Advanced Learner Loan letter
- A copy of official course timetable to indicate how many days the student attends each week
- Evidence of the childcare providers OFSTED registration.
- A letter from your placement setting detailing days of attendance and start and end date of placement
- In the case of attendance agreements on medical grounds, all relevant medical documentation to support claim.

### Part D: Childcare Provider Details

Name			
Address			
		Post Code	
Telephone No			
Email			
Ofsted No			

### Part E: Child Details

Name		Date of Birth	
Name		Date of Birth	
Name		Date of Birth	
Name		Date of Birth	

**\*Please indicate if any of these children will be eligible for funding from the Local Education Authority (LEA) – 15 hours free funding for 2 year and 3 year olds.**

## Part F: Student's Declaration

### To be eligible for this fund you must sign this declaration:

I have read Part G: Information and Guidance and I agree to the Terms and Conditions as set out in this application.

I understand that I am expected to attend above 90% and that action will be taken as set out in the fund guidelines if I fail to do so.

I will inform The Funding Team immediately if circumstances arise that impact on my attendance at college.

I will inform The Funding Team immediately if I decide to withdraw or complete my course early. I understand that I will be liable for any notice period should I withdraw.

I will inform The Funding Team if I obtain alternative funding e.g. the Childcare Element of Working Tax Credit or LEA hours.

I have supplied a true account of my personal and financial circumstances to access this support.

<b>Signature of Student</b>		<b>Date</b>	
<b>Print Name</b>			

### Additional Information:

### Data Protection

Wigan & Leigh College collect information about our students for a variety of reasons as declared in our data control registration, details of which are available on the Information Commissioner's Office website.

Please see your fee receipt/learning agreement for further information.

**Please return completed form to any College Reception area with ALL required evidence – no evidence or insufficient evidence will result in your application being returned to you delaying the assessment process.**

**Applicants MAY be called for interview.**

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## Part G: Information & Guidance

**This fund is only intended for those learners who are studying a Level 3 or higher level course and in receipt of an Advanced Learner Loan.**

Please read the information in this guidance carefully. If you do not understand any of the points please ask to speak to a member of The Funding Team or Reception Team for further information.

**Childcare Support via the Advanced Learner Loan Bursary** is used to assist students who may have difficulties in completing their course because of financial hardship.

**The allocation for Discretionary Learner Support is finite; students who are eligible for support are not automatically entitled to it.**

Preference will be given to low income workers, students in receipt of a means tested benefit, ex-military personnel, single parents and families where one partner has a registered disability.

### Who can apply?

- Those who meet the personal eligibility rules in Skills Funding Agency (SfA) guidance to access this funding.
- Students enrolled on a SfA funded course at Wigan & Leigh College at Level 3 or a higher level.
- Students in receipt of an Advanced Learner Loan.
- Students on full and part time courses are eligible to apply for this support.
- Single parents or those who have a partner with a registered disability and be in receipt of a means tested benefit.
- Working families on a low income (household income below £25,000). Families with 3 or more children to support and income above £25,000 at the discretion of the Learner Support Fund Manager.

### Conditions of the support offer

- Offers will be made on a first come, first served basis to students who meet the criteria until all allocated funds are spent.
- Meeting the eligibility of the fund does not entitle a student to an award because there is a finite amount of funding available.
- All money will be paid directly to the childcare provider.
- It is the responsibility of the student to ensure all paperwork is completed and returned on time to meet the agreed payment dates in each half term, with particular reference to confirmation of payment forms.
- Awards are to support all class based and mandatory placement hours.
- The maximum amount payable to any one student will be £7,500 in an academic year.
- Childcare support will only be paid to an OFSTED registered childcare provider.
- If the child of a student is entitled to LEA hours (15 hours of government funded childcare) then these hours must be used to meet childcare needs first.
- Maximum funding of 36 weeks per year.
- Holiday periods will not be covered by the fund; the student will be responsible for negotiating and paying any costs during these periods directly with the nursery.
- All students accessing the fund will be expected to maintain 90% attendance or their offer may be affected (please read the next section carefully).
- Any student who withdraws from a course before it is completed will be liable to pay any notice period to the childcare provider.
- All applications for childcare support must be submitted before 15/06/18 in order to be processed before the Fund closing date 01/07/18. Applications received after this date will not be eligible for funding.
- Reasonable adjustment will be made for those with disabilities or severe medical conditions. Please speak to the The Funding Team about an individual attendance plan.

### Attendance Information

- Students who receive funding support are expected to maintain good attendance (90% and above) and stay up to date and committed to their programme of learning.
- For childcare payments attendance will be checked each half term and:

- Those students with attendance below 50% will be required to attend an interview with a fund adviser to discuss the reasons for this attendance. If the student has medical grounds for either a child or themselves then evidence must be supplied at this meeting. Failure to provide reasonable evidence for attendance or to miss the interview will result in loss of funding. The childcare provider will be issued with 30 days' notice.
  - Those with attendance between 51-75% will be referred to their personal tutor for support and re-engagement with the programme of learning. Personal tutors will withdraw funds from students who do not engage with this process. Were this is decided 30 days' notice will be issued to the childcare provider
  - Advisory letters regarding attendance will be sent to all students with attendance levels between 76-89%.
- It is the responsibility of all students receiving an award to monitor their own attendance through Pro-Portal. Any issues should be raised immediately with your personal tutor because it will affect any payments from the fund.
- When a student voluntarily withdraws early from a programme of learning the Fund will not be liable for any notice period. It will be the responsibility of the student to pay any outstanding fee to the childcare provider after the last day on register at the College.
- The College reserves the right to refuse to support an applicant who has accessed Childcare funding support in the last 3 years and has withdrawn voluntarily from the programme of learning.

**All students who do not meet the eligibility criteria will be directed to seek support from Working Tax Credit or Job Centre work schemes where appropriate. All students are encouraged to consider the use of safe, wider family networks where possible.**

### **Evidence to Support Application**

- Proof of earnings e.g. P60 (2016/2017), Working Family or Child Tax Credit document (2017/2018), Universal Credit document, benefit confirmation letter (dated within 3 months of application), the last 6 weekly or 3 monthly payslips.
- A copy of their official course timetable to indicate how many days the student attends each week. The amount of days will be used to calculate their childcare allocation and will include any mandatory placement support.
- Evidence of the childcare providers OFSTED registration.
- A letter from your placement setting detailing days of attendance and start and end date of placement if applicable
- In the case of attendance agreements on medical grounds, all relevant medical documentation to support claim.

### **The Appeals Process**

- All appeals against a funding decision should in the first instance to be made in writing, within 10 days from receipt of the award notification to The Finance Director. Appeals will be reviewed against the criteria and the funding available at the time of the decision. The decision will be final.
- All appeals must be submitted by 01/06/18 as the funds will close 01/07/18 and no further payments can be made after this time.
- Complaints about any appeal can be made through the Colleges standard complaints procedure.

### **Further Information**

Part time students on further education courses can also apply for support from this fund but would normally receive a proportion of the funding awarded to full time students.

There may be cases of students who are not in the preference groups identified on page 1 of this form but whose circumstances indicate that they would benefit from an allocation from the Discretionary Learner Support Fund. These cases will be considered on their own merits and through an assessment of appropriate evidence by the The Funding Team, an interview to support these applications may also be required.

In accordance with the Skills Funding Agency guidelines for this fund all claimants who have been mandated for training (whether full or part time) will have their travel and childcare costs met by Jobcentre Plus where required. Therefore the discretionary Learner Support Fund will not provide support for travel and childcare in these instances. Jobcentre Plus advisors also have a discretionary fund to pay for these expenses for customers who access skills training on a voluntary basis and it is the Colleges recommendation that all eligible applicants seek this funding in the first instance. All details provided to support an application will remain confidential. (See Data Protection)

**Please detach and keep Part G: Information and Guidance for your reference**