

19+ Learner Support Fund Application for Reimbursement of Childcare fees 2020/2021

Please complete all questions below in block capitals

Learner ID Number:

Learner Surname:

Learner Forename:

Address: Postcode:

Mobile/Tel: DOB:

Email address:

Site: (Please tick) EHC SC Other Site (Please specify):

Please submit your application form as soon as possible, we can only accept one application for each academic year

Please note that we are unable to take telephone calls or personal enquiries regarding your application; however if you have any particular query then please email us at Learner.supportfund@newham.ac.uk. You must allow at least 1 calendar month before emailing us – contacting us before then will delay your application.

What is the Learner Support Fund?

- ✚ The Learner Support Fund is a block government grant given to the College
- ✚ Learner Support Funds are provided to support you with a *specific need* that may prevent you from participating in Further Education and will help you to complete your course and achieve your qualification
- ✚ **Awards are *not* based solely on low income and funds are *not* an entitlement**
- ✚ **Limited funds may mean that not all applicants are successful**

Eligibility

- ✚ You must be a 'home' learner, i.e. you must have lived in the U.K. or E.U. for at least three years (unless you are a refugee, or have indefinite leave, or right of abode).
- ✚ Your course must be funded by Adult Education Budget or an Approved Advanced learner loan – in order to qualify for funding you must attend beyond the 42 day eligibility point and not have studied the qualification aim previously
- ✚ **Childcare must be with an Ofsted Approved provider and evidence must be provided to support this**
- ✚ **If entitled to use the Free Early Education & Childcare funding this must be used to fund the days you are required to attend College and you must only claim for childcare fees in addition to the free placement.**
- ✚ Your application must have confirmation from the Ofsted Approved provider of the daily rate to be charged
- ✚ If you are funding your course through an Advanced Learning Loan we will not be able to consider your claim until your loan application has been approved – evidence must be sent with the application.
- ✚ If your application is successful then you will need to submit receipted invoices from the Childcare provider confirming the days your child attended (this must match the attendance to your course) and the daily fee invoiced. **We will not consider payments for days you fail to attend your course.**
- ✚ The responsibility will be for you to pay your childcare fees with your chosen provider up front – once your application has been approved you must submit receipted invoices to the College and these will be reconciled with your attendance and payment made to you through BACS.
- ✚ If you are not a British Citizen or EU National eligibility will depend on your immigration status – please email the bursary team if you are unsure of your eligibility status.
- ✚ Overseas learners are not eligible to apply for assistance with Childcare
- ✚ Learners on Cost Recovery or Higher Education courses are not eligible
- ✚ Those following an Apprenticeship or any waged training are not eligible
- ✚ **You must be aged 19 or over on or before 31 August 2020**
- ✚ You must have good attendance and only days attending the course will be covered for childcare fees

Your Checklist – if information is not provided your application may be rejected

- ✚ Complete each section fully – don't leave any blanks as this may delay processing the application
- ✚ Attach Learner Learning Programme and Proof of Income.
- ✚ If funded with an Advanced Learner Loan you must attach the approval letter to this application
- ✚ Attach evidence to confirm your child has a nursery place at an Ofsted Approved provider and a copy of your child's birth certificate
- ✚ Complete Means Test Form Part 4 if your household income exceeds £25,000 per annum
- ✚ Attach copies of your benefit and/or income evidence
- ✚ Sign and date the form yourself

IMPORTANT

- ✚ You must provide proof of income (One)*. We **ONLY** accept Income Support, Employment Support Allowance, Job Seekers Allowance, Universal Credit, Working Tax Credit, Pension Credit, Housing / Council Tax benefit **letter** clearly showing that you are in receipt of the benefit - dated within 6 months, or a bank statement (clearly showing benefit payment) dated within the last 3 months, or two payslips (where you are working) dated no more than 3 months old.
- ✚ We are unable to photocopy your documents.
- ✚ **If your form is incomplete it will NOT be processed**

*A learner in receipt of welfare benefits must declare to the Benefits Agency that they are receiving this support from the Learner Support Fund

Part 1: Evidence and income

Benefits

Do you or your Partner/Spouse or Parent/Guardian claim any of the benefits below?

- Yes** (please tick relevant box(es)) **No** (Go to section below called Employed)
- Income Support
 - Employment Support Allowance
 - Job Seekers Allowance
 - Universal Credit
 - Housing Benefit
 - Council Tax Benefit
 - Working Tax Credit
 - Pension Guarantee Credit

Please provide recent copies of your benefit letter (dated within the last 6 months) - **Go to section called Evidence**

Employed

Please tick one of the following:

- | | | |
|----------------------------------|--|---|
| Are you working? | Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, how much are you paid monthly? £ |
| | | Please provide two payslips (no more than 3 months old) |
| Is your Partner/Spouse working? | Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, how much are they paid monthly? £ |
| | | Please provide two payslips (no more than 3 months old) |
| Is your Parent/Guardian working? | Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, how much are he/she paid monthly? £ |
| | | Please provide two payslips (no more than 3 months old) |

Evidence

If you have supplied evidence for Partner/Spouse or Parent/Guardian please can you confirm their details below:

Full Name:

Relationship to Learner:

Childcare requirements

Childcare provider

Is the provider OFSTED approved Yes / No please attach evidence to confirm this

Child 1: Name of Child _____ Date of Birth __ / __ / ____ Age _____

Child 2: Name of Child _____ Date of Birth __ / __ / ____ Age _____

Please provide a copy of your child's birth certificate(s).

In the grid below please confirm the days and times you will be attending College and confirm if you will be using childcare and the total fee charged by your provider. (This must match your timetable)

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Start time					
Finish time					
Childcare required?					
Childcare Fee					

Course Code _____

Start Date __ / __ / ____

Total Expected Childcare fees for course duration £ _____

.....
By signing this application form I confirm that I have completed all the sections and that all the contents are true and accurate.

The College takes your privacy seriously and will only process your personal data with your consent and in accordance with the terms stated in our Privacy Policy.

If you consent to us collecting and processing your personal data, please sign below

Learner Signature:

Date:

D	D	-	M	M	-	Y	Y
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Please continue overleaf

Part 4:

Means Test Form
(ONLY COMPLETE IF ANNUAL
HOUSEHOLD INCOME IS OVER £25,000)



Student Name:

Student ID:

Address:

A Monthly Income	£	B Monthly Expenditure	£
Wages/Salary		Mortgage	
Wages/ Salary (Partner/Parents/Guardian/Other)		Rent	
Working Tax Credit		Ground rent/service charges	
Child Tax Credit		Council Tax	
Jobseeker's Allowance		Gas	
Income Support		Electricity	
Child Benefit		Water Rates	
Other State Benefits		Food & household items	
Other Income		Childcare	
		TV Licence	
		Travelling expenses	
		Clothing	
		Telephone/Mobile	
		Other (Evidence must be provided to support this expense).	
Total income		Total expenses	

Total A less Total B = £

LSF Childcare Awarded

Yes

No

Assessed by:

Date:

Part 5: Learner's Bank or Building Society Account Details

To receive payments from the support funds, **you must have a bank account in your own name that will accept BACS payments.** If you do not have an account, please contact Registry at your campus of study who may be able to assist.

Full Name of Account Holder

.....

Name of Bank/Building Society

.....

Branch

.....

Sort Code

		-			-		
--	--	---	--	--	---	--	--

Account Number

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Your account number may not be the same as the cash or debit card number; you can find it on a bank/ building society statement.

The account must be one which is in your name and you must ensure that the details above are correct Newham College cannot accept any responsibility for delays or non payment where incorrect bank details have been provided.

Please sign and date the following declaration:

I certify that the details above relate to an account in my name:

Signed:

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D	D	M	M	Y	Y
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Please come and see us in Registry if you need any help with completing this form

When fully complete (with the photocopied evidence attached), return your form to Admissions Reception at your campus of study

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IMPORTANT - To be completed by Registry Team only:

Learner Support Funds Assessment 2020/2021

Evidence received to confirm childcare provider is Ofsted Approved? YES / NO

Evidence of Childcare providers daily charges attached YES / NO

Evidence of benefits or low income received YES / NO

Is Learner course funded by AEB/ Approved Advanced Learner Loan YES / NO

Child's birth certificate (s) attached YES/ NO

TOTAL CHILDCARE FEES AWARD (£): _____

Allocated By (Name):

Date: - -

Entered By:

Date entered on DB: - - Award Ref:

Pending:

Comments:

Staff Name:

Date: - -

Rejected:

Comments:

Staff Name:

Date: - -