



Hopwood Hall College  
& University Centre

# 20+ Application Form for Childcare

Office Use Only		Staff Signature				Date received	
Awarded Childcare £				Copy of agreement sent to parent/childcare provider			
Rejected	Over	Insufficient	Part time	Bank Details Obtained		OFSTED reg verified	
Financial Support Fund 19+				Advanced Learning Loan			
Forename			Surname			Student Number	

Does your course include a work placement?      Yes      No

- Please read guidance notes below and return this application form **in person**. Childcare applications will only be accepted once you have submitted a bursary application and financial support has been awarded.

## Childcare Application Guidance Notes

Please read carefully all information provided below

### Am I eligible for 20+ Financial Support for Childcare?

To be eligible you must:

- Be aged 20 or over on 31 August 2023 (under 20s should apply to Care to Learn).
- Apply for the 19+ or Advanced Learning Loan Financial Support.
- Provide evidence of household income less than £30,000.
- Use an **OFSTED** registered nursery, child-minder or after school/breakfast club.

- Be an enrolled student on: a full-time course; a part-time course with a work placement; or an accredited part-time course which runs during the day e.g. ESOL, GCSEs etc. This includes Level 2 & 3 Teaching Assistant courses, where you may be entitled to 2 days funding if you are enrolled on a daytime timetable.
- If your child requires before and after school care you will need to find a provider that accommodates before and after school hours. Full day rates will not be funded.
- Provide evidence you are the main carer for the child e.g. Birth Certificate, Child Benefit letter or Child Tax Credit letter.
- Be the sole carer of the child and not have a partner able to look after the child while you attend College.

## Restrictions and Guidelines for Childcare Providers

- Childcare costs are only paid for the days you attend college based on timetabled lessons, although some courses may be eligible for one day's placement.
- Children who are two, three or four years old and eligible for free childcare, this must be used in first instance and then the college will pay any top-up fees if your application is successful.
- Term-time only contracts should be used, unless your course requires placement hours all year round.
- The College does not pay for childcare during College holidays. There are no payments for retainer/holding fees, taster sessions or administration/booking fees.
- A financial support application form must be completed before a childcare application can be submitted. All supporting evidence must be submitted particularly income details; failure to submit evidence would result in the college being unable to confirm to the childcare provider that we are able to assist with childcare payments.

## COVID Guidelines for Childcare

If we have awarded childcare funding for a learner, the college will continue to pay agreed charges during any absence relating to COVID. For example college closures & class cancellations, to enable learners to complete their required scheduled home learning (as per timetable).

## Guidelines for Childcare Provider Completing the Childcare Form

- The childcare provider(s) must complete all relevant information. An e-mail address and contact name are very important because this is the quickest way to contact the childcare provider if there is a problem with the application, attendance or invoices.
- If you are a new provider, please ensure that bank details are provided on letter headed paper.

- Invoices need to be sent monthly from 30th September 2023 and can be sent via email. If the students attendance is below 90% they will be liable for their fees.
- Completion of this form does not mean a student is eligible for financial assistance for their childcare costs.  
If you have not heard or received any confirmation from the College by 25 August 2023 please contact a member of Student and College Services Team in reception on 0161 643 7560 or email [childcare.bursary@hopwood.ac.uk](mailto:childcare.bursary@hopwood.ac.uk)
- No confirmation could mean non-payment of fees.
- The Student is responsible for the payment of childcare until the college has formally agreed to contribute to the cost.
- Invoices detailing the sessions used should be submitted monthly, payments will be made within 30 days of receiving a month end invoice ie. the invoice for November's childcare should be submitted at the END of November and payment will be made on or around 15th December (due to the volumes of applications received in college in the first term payments may be delayed).
- If applicable, students must pay their contribution direct to their provider on a monthly basis.
- The College will only pay for the agreed amount of funding per session.
- If a student wishes to cancel their childcare arrangements they must give 4 weeks' notice in writing to the Student & College Services Team and they must also give the correct notice period required by their childcare provider.
- Students who choose to take holidays during term time will be responsible for paying the full childcare fees during that period.
- College will not work with childcare providers who are deemed 'Inadequate' following an Ofsted inspection.
- College reserves the right to cease working relationships with providers who are deemed to be unprofessional and uncooperative with college rules and staff.

Child Details -to be completed by applicant

Students must complete a Financial Support application form as well as a childcare form to confirm eligibility for help with childcare costs. Please note, household income must be less than £30,000 to qualify for help with childcare costs.

Childs Name and Details

Forename(s):	Surname:		
Date of Birth:	Age on 31st Aug 2023:	Male	Female
Childcare Provider:	Childcare grant?		
Are you currently using 15/30 funded childcare hours?	Yes	No	

Childs Name and Details

Forename(s):	Surname:		
Date of Birth:	Age on 31st Aug 2023:	Male	Female
Childcare Provider:	Childcare grant?		
Are you currently using 15/30 funded childcare hours?	Yes	No	

Childs Name and Details

Forename(s):	Surname:		
Date of Birth:	Age on 31st Aug 2023:	Male	Female
Childcare Provider:	Childcare grant?		
Are you currently using 15/30 funded childcare hours?	Yes	No	

Childs Name and Details

Forename(s):	Surname:		
Date of Birth:	Age on 31st Aug 2023:	Male	Female
Childcare Provider:	Childcare grant?		
Are you currently using 15/30 funded childcare hours?	Yes	No	

- I confirm that the information given is correct and that I understand the regulations specified on the guidance notes and I will comply with them.
- I understand that giving false information may lead to legal action being taken against me to recover monies paid and that the contract will be terminated.
- I agree to provide additional information if requested, to substantiate my application.

Child Birth Certificate      Child Benefit      Child Tax Credit letter

If I fail to attend College or withdraw without informing Student and College Services then I will become liable for my childcare fees.  
I understand that if my attendance is below 90% then I may be liable for my childcare fees.

SCSA Signature: ..... Date: .....

Evidence attached:

# Childcare Provider Details - to be completed by your childcare provider

## Provider Names and Details

Nursery/Child-minder Name:

Address:

Postcode:

Telephone:

E-mail (essential):

**OFSTED Number (essential):**

Contact name (Manager):

(If you are a new provider, please ensure that bank details are provided on letter headed paper)

## Bank Details (essential)

Sort code

Account Number

Name of Bank

**Daily Rate £**

**(for timetabled days only)**

\* If the child is receiving 15 funded hours, this will need deducting from the daily rate.

## Childcare Provider Declaration

- I confirm that the above information is correct and that I have read and understood the guidance notes on the front page of this document.
- The fees are the cheapest available to the student.
- I will inform the College One month in advance of any changes.
- I will inform the College if the child does not attend for more than one week.
- If the child does not attend for four weeks I accept those four weeks in lieu of notice and any overpayment must be repaid to the College.
- Fees paid are term time only unless agreed otherwise by Hopwood Hall College.
- I will send invoices each month end by email to [childcare.bursary@hopwood.ac.uk](mailto:childcare.bursary@hopwood.ac.uk).

Manager Name (please print):

Signature:

Date:

## Provider Names and Details

Nursery/Child-minder Name:

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Address:

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Postcode:

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Telephone:

E-mail (essential):

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**OFSTED Number (essential):**

Contact name (Manager):

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(If you are a new provider, please ensure that bank detail are provided on letter headed paper)

### Bank Details (essential)

Sort Code

Account Number

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Name of Bank

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- I will send invoices each month end by email to [childcare.bursary@hopwood.ac.uk](mailto:childcare.bursary@hopwood.ac.uk).

Manager Name (please print):

Signature:

Date:

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# NOTES FOR OFFICE USE

Please add any relevant information to support application

Funded by



**European Union**  
European  
Social Fund