



Financial Assistance (Childcare) Application Form 2022/2023

The childcare element of the ESFA; Adult Education Budget (AEB) Funding exists specifically to support individuals aged 20+ who choose to return to education. The fund is available to those having childcare requirements who would not otherwise be able to study, if funding were not available to them.

The College aims to ensure that the funds available to support students are:

- Distributed wisely and fairly
- Allocated according to individual need, taking in to account each individuals own circumstances
- Used to widen access to and participation in Further Education
- Used to support priority groups as defined and appropriate to the local area
- Applicants must meet the criteria listed below in order to be eligible

The College will provide funding for the duration of your timetable at college and allow for reasonable travelling time to and from your childcare provider (maximum of one hour either side of timetabled hours).

It is the student's responsibility to secure a suitable childcare placement. Any agreement concerning childcare for a student's child/children agreed directly between the childcare provider and the student. The college does not accept any responsibility for the quality of childcare or for any dispute that may arise regarding this.

We will email you once your form has been processed to tell you if you have been successful. You will need to re-apply for childcare support, with new evidence, each academic year.

PLEASE ENSURE ALL RELEVANT APPLICANT SECTIONS (1-8) AND THE CHILDCARE PROVIDERS SECTION (9) ARE COMPLETED IN FULL AND ACCOMPANIED WITH EVIDENCE BEFORE SUBMITTING YOUR APPLICATION.

1. Applicant's Full Name:

2. Applicants Details

Date of Birth:	Age on 31st August 2022:	College year: 1 / 2 / 3
Home address:	Home telephone number:	
	Mobile telephone number:	
	Email address:	
Postcode:		

3. Personal Circumstances/Eligibility:

If any of the following apply to you, please tick the appropriate box (es).

I am enrolled on an eligible course.	
I am able to demonstrate financial hardship, having an annual household income of less than £30,000 (evidence of income will be attached at application).	
I meet the residency and other eligibility criteria as set out in the ESFA Adult Education Budget (AEB) Funding Rules.	
I will be aged 20 and over on 31 st August 2022, employed and living at home with parents.	
I will be aged 20 and over on 31 st August 2022, a disabled person in receipt of Universal Credit AND Personal Independence Payments.	
I will be aged 20 and over on 31 st August 2022, live independently and claim Income Support or Universal Credit OR dependant on someone who is in receipt of the above OR I have an EHCP (Delete as appropriate).	
I will be aged 20 and over on 31 st August 2022 and have applied for a Learner Loan via the Learner Loan Portal.	
Exceptional Circumstance (Please complete in the further information section).	

4. Income Details (for the household)		
Type of Income	Y/N	Evidence Required
Income Support		An award letter which is no more than 3 months old
Universal Credit		Recent payment breakdown from online account
Jobseeker's Allowance (Income Based)		An award letter which is no more than 3 months old
Working Tax Credit/Child Tax Credit, not totalling more than £30,000 p/a (inc earned income)		All pages of the most recent Tax Credit Award Notice (2022-2023). Or the 2021-2022 Review letter.
Income-based Employment and Support Allowance (ESA)		An award letter which is no more than 3 months old
Earned income with no additional benefits, not totalling more than £30,000 per annum		Last 3 month's payslips or most recent P60 (of everyone who is working in the household)
Self-employed earnings with no additional benefits, not totalling more than £30,000 per annum		Audited accounts or your most recent tax return
Other (please specify):		Evidence which is no more than 3 months old

5. Further information to help support your application

6. Study Programme					
Day	Monday	Tuesday	Wednesday	Thursday	Friday
Course Title					

7. Child's Details: Please provide the details requested below for each child you are requesting childcare funding.		
First Name	Surname	Age on 1 st Sept 2022

8. Child Evidence: You MUST also provide either (Please tick)	
A copy of the child(ren)'s Birth Certificate	
Child Benefit Award Letter	

PLEASE NOTE APPLICATIONS CANNOT BE PROCESSED WITHOUT THIS EVIDENCE BEING PROVIDED.

Applicant's Declaration

I declare that:

- The information I have given on this form is true and accurate to the best of my knowledge
- I will supply any further information that is required to verify the details
- I have not applied for a Childcare with any other college
- All Financial support including Childcare is subject to attendance as such the College reserves the right to withdraw this at any time
- Should I leave part way through the academic year, I acknowledge the Childcare provision will be withdrawn.
- I agree that St Vincent College may make any necessary enquiries in order to verify my circumstances and to supply any additional information that may be required.
- I understand that supplying false information will disqualify my application for financial assistance
- I will inform St Vincent College immediately of any change in my circumstances, including unavoidable absence that may affect my entitlement to funding from St Vincent College.
- I understand that you must protect the public funds you handle and so you may use the information I have provided on this form to protect and detect fraud.
- You may also share this information, for the same purposes, with other organisations which handle public funds
- I also agree to repay any overpayment of funds as decided by the College.

DATA PROTECTION

I consent to St Vincent College processing personal data contained in this form. The registration for this purpose is protected under the General Data Protection Regulation (GDPR), 2018.

Student's Signature: _____

Date: _____

Please return your completed form with the relevant evidence to bursary@lighthouselearningtrust.ac.uk

Or post to: The College Reception Office
St Vincent Sixth Form College
Mill Lane, Gosport, PO12 4QA

Office Use Only	
Date form and correct evidence received:	
Household Income:	
Funding Available	
Financial Support Officer Signed	
Head of School Approved	
Discretionary Approval Signature	
Ineligible: Reason	
Appeal Outcome	

Frequently Asked Questions

Q: When can I apply for Childcare Assistance?

A: You must apply prior to the commencement of your course. Please be aware that you will only start receiving Childcare assistance from the date we have your form and the relevant evidence. You will need to re-apply for each new academic year.

Please note that the level of assistance we provide can vary from year to year depending on the available funding and the number of students who are eligible for assistance.

Q: I am 26 years old and studying a level 3 diploma, can I still apply for childcare funding?

A: Yes, students aged 24+ undertaking a Level 3 course programme may be eligible for childcare funding dependent on the source of funding.

Q: How much does the Childcare provision fund?

A: The College will pay a maximum of £210.00 per week towards childcare costs

Q: What if I do not meet any of the criteria listed in the application form?

A: The College reserves the right to make awards to students who appear to be outside the financial criteria, based on individual and exceptional circumstances e.g. caring for a sick or disabled relative, or having a large number of dependent children in the household. You can record this on the application form in the further information section

Q: How is the Childcare Assistance delivered?

A: Your Childcare provider will invoice the college directly. The Finance department will check your attendance with the Adult Education department and pay for your childcare on your behalf.

Q: How do I change my Childcare provider mid-term?

A: Please contact the Financial Support Officer who will support you through this process.

Q: Will the Childcare assistance be linked to my attendance?

A: Yes, funding agreed by the College is dependent on minimum satisfactory attendance of 85%, if you continually miss lessons, we do reserve the right to withdraw the funding. Poor attendance may also affect other kinds of financial support.

Q: Will the college still pay for my childcare, if I am absent from college?

A: Students must ensure that any sicknesses or absences are reported to the College Reception (023 9258 8311) by 9am on each day of absence

Q: When does the Childcare assistance end?

A: At the end of the academic year, or as soon as your exams and lessons are finished and you are no longer attending.

Q: Whom do I tell if any of my details change?

A: Please contact the Financial Support Officer who will support you through this process.

Q: Can my child still attend their childcare provider during the holidays?

A: No, the funding for childcare applies to your timetabled lessons only.

Q: Can I apply for the college Childcare support, if I am a studying an FDA course?

A: Students studying a Higher Education course are not eligible, please see Student Finance, England for their Childcare Grant.

9. CHILDCARE PROVIDER: Please read prior to completing this section.

- The College can only provide funding for registered care, please provide a copy of your Ofsted Registration Certificate.
- Funding agreed by the College is dependent on minimum satisfactory attendance of 85%. If the student's attendance is unsatisfactory without good reason or if the student ceases to attend their course, then funding may be withdrawn at any time. Any fees incurred for notice periods in such circumstances will be charged directly to the student.
- Please note the college is not responsible for payments during half-terms, Christmas, Easter and summer holidays.
- Childcare costs are paid in arrears and upon the production of an invoice to the Finance Office.
- The invoice must addressed to The Lighthouse Learning Trust, St Vincent College. Mill Lane, Gosport, Hampshire. PO12 4QA and sent to finance@lighthouselearningtrust.ac.uk . Please include both the student's name and the child(ren)'s name(s).
- If you have any questions, please call the Financial Support Officer on 02392 588311

CHILDCARE PROVISION DETAILS: Please provide the full details of your proposed childcare provision.

Days timetabled to attend college	Monday	Tuesday	Wednesday	Thursday	Friday
Provision Start time					
Provision End time					

Provider's Name			
Provider's Address			
Provider's Telephone Number			
Provision (please circle)	Childminder	Nursery	School Club
Weekly Cost	£		
Provider Contact Name			
Provider Signature			

PROVIDERS BANK DETAILS

Payments will be made directly in to the provider's bank account by BACS (Banks Automated Clearing System). You will receive a remittance advice providing details of the payment credited to your account.

Please supply your bank details below, so we may process payments to you in good time.

For your information, we will send you a copy of this document with our confirmation letter.

Bank Name								
Bank Account Name								
Bank Sort Code								
Bank Account Name								