

# Application for Childcare 2024/25

You must provide all requested evidence with your application.

Overseas learners are not eligible to apply for funds.

Applications **MUST** be returned to Careers and Welfare at your campus of study to be assessed.

Complete **ALL SECTIONS** or print and complete using a **BLACK PEN**.

To be considered for the childcare fund from The Manchester College, Section 5 must be completed by your childcare provider.

**PLEASE NOTE: ALL FUNDS ARE LIMITED**  
and the application does not guarantee an assessment if the funds become exhausted.

The full costs of childcare for any child placed without this authorisation will be incurred by the childcare provider and / or the parent, and not by the college

## OFFICE USE ONLY

Careers & Welfare Advisor / Customer Services

Date of enrolment

Application Submission Date

Person Code

## IMPORTANT NOTE TO ALL APPLICANTS:

Payment of the Funds are subject to 87% attendance. If your attendance falls below 87%, your award is at risk

## Section 1 Personal details (to be completed by all learners)

Mr     Mrs     Ms     Miss     Other

Surname

Forename(s)

Full current (UK) address

Date of Birth

Age on 31/08/2024

Post Code

Telephone

Mobile

Email

## Section 2 Intended/known course of study

Course title

Campus

Hours per week

### Section 3 Financial details (to be completed by all learners)

Failure to provide income details in full, with supporting evidence, will result in unnecessary delays. You **MUST** include all sources of income, including partner's / spouse's / civil partner's income details. You have the right to appeal against any decision. Please see the Careers and Welfare staff for details.

|  |   |  |   |   |   |
|--|---|--|---|---|---|
| <b>Wages from work</b>   |   | <b>Benefits (do not include DLA)</b>   |   | <b>Universal Credits</b> (say which you receive). This is made up of a standard allowance, Housing element, child, childcare, Carer, and limited capability |   |
| Your Wages   | £ | Job Seekers Allowance (JSA)            | £ |   | £ |
| Your Partner's Wages   | £ | Income Support                         | £ |   | £ |
| <b>TOTAL</b>   | £ | Government Support as an asylum seeker | £ |   | £ |
| Childcare element of Working Tax Credits   | £ | Employment Support Allowance (ESA)     | £ |   | £ |
|  |   | Housing/Council Tax                    | £ |   | £ |
| <b>Please note:</b> you cannot receive both the college childcare and the Childcare element of Working Tax Credits |   | Disability Benefits (please specify)   |   | <b>Total Income</b>   | £ |

Once you have completed the application for childcare you will have an appointment with a member of the Careers & Welfare team who will check the application.

### Section 4

Please provide the evidence requested below before making an appointment with Careers and Welfare

|   |                                     |
|---|-------------------------------------|
| <b>Advisor Checklist</b>  |                                     |
| Is the Learner eligible to receive Child Care funding? (Benefits / Household income is £25,000 or below)  | Evidence seen .....<br>Signed ..... |
| Has the Child(ren) Birth Certificate / Passport been seen?  | Evidence seen .....<br>Signed ..... |
| Has proof of Child Benefit been seen? (evidence <b>MUST</b> be dated with the last 6 months, ie Child Benefit Letter or Bank Statement)                                   | Evidence seen .....<br>Signed ..... |
| Does the Learners Timetable correspond to Child Care provision requested? (evidence <b>MUST</b> be seen by the advisor <b>AND a copy retained with this application</b> ) | Evidence seen .....<br>Signed ..... |

**Learner's declaration**

I declare that the information given on this form is, to the best of my knowledge, correct and complete. I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures resulting in possible exclusion from the college.

I understand that The Manchester College is unable to administer split invoices. Therefore, each eligible learner will be entitled to a maximum of **£350** per week Childcare funding, which is capped at **£175** per week per child. Any additional fees above the threshold is the responsibility of the Learner.

I understand that if I place my child with a childcare provider without approval in writing from the college, I will be liable for all childcare costs incurred. **All students are expected to pay 5% towards childcare to the provider, except Asylum Seekers.**

**IF YOUR CHILD IS ELIGIBLE FOR THE NURSERY EDUCATION GRANT, THIS GRANT MUST BE USED TO PAY FOR YOUR CHILDCARE WITH AN OFSTED REGISTERED PROVIDER. THIS DOES NOT APPLY IF YOU ARE IN EMPLOYMENT.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Section 5 Childcare Provider information

Please state hours of childcare required per day and the nursery fee for these hours  
(Please note if the child is eligible for NEG, please incorporate this into fee calculations)

**Please note:** Each eligible learner will be entitled to a maximum of **£350** per week Childcare funding, which is capped at **£175** per week per child

|                        |               |                     |
|------------------------|---------------|---------------------|
| Child 1: Name of Child | Date of Birth | Relationship to you |
|                        |               |                     |

| Monday      | Tuesday     | Wednesday   | Thursday    | Friday      |
|-------------|-------------|-------------|-------------|-------------|
| Hours:      | Hours:      | Hours:      | Hours:      | Hours:      |
| Daily Cost: | Daily Cost: | Daily Cost: | Daily Cost: | Daily Cost: |

|                   |   |                    |   |                       |   |
|-------------------|---|--------------------|---|-----------------------|---|
| Total Weekly Cost | £ | 95% Payable by TMC | £ | 5% Payable by Learner | £ |
|-------------------|---|--------------------|---|-----------------------|---|

Do you charge half term retainer fees? \_\_\_\_\_

Provider Name \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_

**Contact Details**

Name \_\_\_\_\_

Telephone Number/Contact Number \_\_\_\_\_

Email Address \_\_\_\_\_

|                           |                         |
|---------------------------|-------------------------|
| Nursery Manager Signature | OFSTED Registration No. |
|---------------------------|-------------------------|

|                        |               |                     |
|------------------------|---------------|---------------------|
| Child 2: Name of Child | Date of Birth | Relationship to you |
|                        |               |                     |

| Monday      | Tuesday     | Wednesday   | Thursday    | Friday      |
|-------------|-------------|-------------|-------------|-------------|
| Hours:      | Hours:      | Hours:      | Hours:      | Hours:      |
| Daily Cost: | Daily Cost: | Daily Cost: | Daily Cost: | Daily Cost: |

|                   |   |                    |   |                       |   |
|-------------------|---|--------------------|---|-----------------------|---|
| Total Weekly Cost | £ | 95% Payable by TMC | £ | 5% Payable by Learner | £ |
|-------------------|---|--------------------|---|-----------------------|---|

Do you charge half term retainer fees? \_\_\_\_\_

Provider Name \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_

**Contact Details**

Name \_\_\_\_\_

Telephone Number/Contact Number \_\_\_\_\_

Email Address \_\_\_\_\_

|                           |                         |
|---------------------------|-------------------------|
| Nursery Manager Signature | OFSTED Registration No. |
|---------------------------|-------------------------|

## Data Protection Act 2018

The Manchester College (TMC) are committed to protecting the privacy and security of your personal information. Our Privacy Notice tells you what to expect us to do with your personal information when you use our services: [tmc-privacy-notice-v4.pdf](#)

We may send you updates about your application / enrolment via post, email, telephone, and text.

### Contact preferences

Please tick here if you wish to receive tailored information about our courses and opportunities, events, and apprenticeship options.

The Manchester College, UCEN Manchester, Novus, Total People and MOL are all operating divisions of LTE Group. You can change your mind and update your contact preferences at any time in your account. For more information on how we handle your personal data, including how to opt out, please visit our [Privacy Notice](#).

## Education & Skills Funding Agency



This privacy notice is issued by the Education and Skills Funding Agency (ESFA) on behalf of the Secretary of State for the Department of Education (DfE) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR.

Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009.

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well being purposes, including research.

We retain ILR learner data for 3 years for operational purposes and 66 years for research purposes.

For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training.

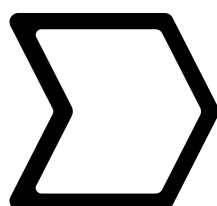
For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the ESFA Privacy Notice (<https://www.gov.uk/government/publications/esfa-privacy-notice>)

If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:

- Using our online contact form <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>
- By telephoning the DfE Helpline on 0370 000 2288
- Or in writing to – Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>



The  
Manchester  
College®  
be amazing