

Application for Childcare 2020/21

You must provide all requested evidence with your application.

Overseas learners are not eligible to apply for funds.

Applications **MUST** be returned to the main reception on your campus.

Complete **ALL SECTIONS** or print and complete using a **BLACK PEN** to be considered for the 19+ Study Award funds from The Manchester College, as detailed in the Careers and Welfare Information Booklet. Section 6 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

Section 1 Funds

What are you applying for?

College Childcare

External Childcare

OFFICE USE ONLY

Guidance & 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 2 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 31/08/2020

Post Code

Telephone

Mobile

Email

Section 3 Intended/known course of study

Course title

Campus/centre

Hours per week

Section 4 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 Guidance staff for details.

Wages from work		Benefits (do not include DLA)		Universal Credits (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	£		£
TOTAL	£	Government Support as an asylum seeker	£		£
Childcare element of Working Tax Credits	£	Employment Support Allowance (ESA)	£		£
		Housing/Council Tax	£		£
Please note: you cannot receive both the college childcare and the Childcare element of Working Tax Credits		Disability Benefits (please specify)		Total Income	£

The Manchester College has an Ofsted registered Nursery at the Openshaw Campus. In addition, the college has two nurseries based in the communities of Lightbowne and Harpurhey in North Manchester. Nurseries are fully equipped and staffed by qualified professionals. The college believes in the Every Citizen Matters approach to Childcare. Childcare from external providers must be Ofsted registered.

Once you have completed the application for external childcare you will have an appointment with a member of the Guidance & Welfare team who will check the application and give you a receipt of submission.

Section 5 OFFICE USE ONLY

Advisor Checklist	
Is the Learner eligible to receive Child Care funding? (Benefits / Household income is £20,000 or below)	Evidence seen Signed
Has the Child(ren) Birth Certificate / Passport been seen?	Evidence seen Signed
Has proof of Child Benefit been seen? (evidence MUST be dated with the last 6 months, ie Child Benefit Letter or Bank Statement)	Evidence seen Signed
Does the Learners Timetable correspond to Child Care provision requested? (evidence MUST be seen by the advisor AND a copy retained with this application)	Evidence seen 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 **£300** per week Childcare funding, which is capped at **£150** 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 6 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 **£300** per week Childcare funding, which is capped at **£150** 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 _____

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 _____

Number _____

Email Address _____

Nursery Manager Signature _____ OFSTED Registration No. _____

Data Protection Act 1998

At The Manchester College (TMC) Trading name of LTE Group (a statutory corporation and exempt charity for the purposes charities act 2011) we are strongly committed to protecting the privacy of the personal data we collect and hold.

To help you understand what personal data we collect and what we do with it, we have updated our Privacy Notice:

Please read the privacy notice which has been provided to you at the point of enrolment.

How We Use Your Personal Information

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). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

You can agree to be contacted for other purposes by ticking any of the following boxes:

About courses or learning opportunities.

For surveys and research.

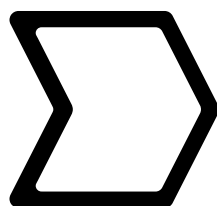
By post.

By phone.

By e-mail.

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit:

<https://www.gov.uk/government/publications/esfa-privacy-notice>



The
Manchester
College®
be amazing