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**Form B** 20+ Childcare Bursary Application 2023-24

**This section must be completed by the Learner**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | |
| **Name of Student** |  | | **Student Ref No.** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Child for whom you wish to claim (please complete a new application form for each child):** | | | |
| **Name of child** | | **Date of birth** | |
|  | |  | |
| **Is this child entitled to:** | **Please delete as appropriate:** | | **Date of entitlement:** |
| 2 year old (15 hours funding) | Yes / No | |  |
| 3-4 year old (15 or 30 hours funding) | Yes / No | |  |
| **Government funded hours should be claimed initially, this funding is available the full term after your child turns 2 please check your eligibility on this link:** <https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds> **to make your application in time. Bursary funding may be available to support additional timetabled hours based on timetabled provision, less free nursery hours.** | | | |

|  |  |  |
| --- | --- | --- |
| **Your timetabled hours on course:** | | |
|  | **Start** | **Finish** |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |

**You will need to complete a Childcare Provider Details Form (Form B) for each child and for each childcare provider you use. Funding for childcare is paid direct to the childcare provider. You must include a copy of your child’s birth certificates and your Tax Credit Award Notice (covering the April 2023 – April 2024 tax year) or evidence of Universal Credit and Child Benefit letter to be assessed for childcare funding. Please also attach a copy of your timetable.**

**This section must be completed by the Nursery or Childminder**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company Name |  | | | Reg. No. | | |  | |
|  |  | | |  | | |  | |
| Name of Contact |  | | |  | | |  | |
|  |  |  | |  | | |  | |
| Address | Postcode | | | | | | | |
|  |  | |  |  | | |  | |
| Telephone No. |  | | Email Address |  | | | | |
|  |  | |  |  |  | | | |
| Start date of childcare |  | | End date of childcare | | |  | |

**I confirm that I / we are providing childcare for the above child covering the following days/times per week:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day** | **Number of hours in your care** | **Cost per day** | **Less free government funded childcare hours** | **Total bursary support requested per day** |
| **Monday** |  |  |  |  |
| **Tuesday** |  |  |  |  |
| **Wednesday** |  |  |  |  |
| **Thursday** |  |  |  |  |
| **Friday** |  |  |  |  |
| **TOTAL WEEKLY COST** | | | | **£** |

**Do you charge a retainer or fees over the Half Terms, Christmas or Easter?**

**Yes (full cost)  Yes (half price)  No**

Child name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete this page to show a week-by-week summary of the funding being applied for.

Complete a form for each child.

NB invoices must be claimed against these academic weeks only and nursery grant funding must be used against timetabled hours before bursary support could be considered.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Teaching week number | Week commencing | Please specify days or hour | | Weekly cost (total price per week per child less free nursery hours and bank hols). |
| Days | Hours |
| 1 (4 day week) | 04-Sep |  |  |  |
| 2 | 11-Sep |  |  |  |
| 3 | 18-Sep |  |  |  |
| 4 | 25-Sep |  |  |  |
| 5 | 02-Oct |  |  |  |
| 6 | 09-Oct |  |  |  |
| 7 | 16-Oct |  |  |  |
| Half term 1 | 23-Oct |  |  |  |
| 8 | 30-Oct |  |  |  |
| 9 | 06-Nov |  |  |  |
| 10 | 13-Nov |  |  |  |
| 11 | 20-Nov |  |  |  |
| 12 | 27-Nov |  |  |  |
| 13 | 04-Dec |  |  |  |
| 14 (4 day week) | 11-Dec |  |  |  |
| Christmas Holiday | 18-Dec |  |  |  |
| Christmas Holiday incl 2 Bank Holidays | 25-Dec |  |  |  |
| 15 (4 day week) | 01-Jan |  |  |  |
| 16 | 08-Jan |  |  |  |
| 17 | 15-Jan |  |  |  |
| 18 | 22-Jan |  |  |  |
| 19 | 29-Jan |  |  |  |
| 20 | 05-Feb |  |  |  |
| Half term 2 | 12-Feb |  |  |  |
| 21 | 19-Feb |  |  |  |
| 22 | 26-Feb |  |  |  |
| 23 | 04-Mar |  |  |  |
| 24 | 11-Mar |  |  |  |
| 25 | 18-Mar |  |  |  |
| 26 (4 day week | 25-Mar |  |  |  |
| Easter (4 day week) | 01-Apr |  |  |  |
| Easter | 08-Apr |  |  |  |
| 27 (4 day week | 15-Apr |  |  |  |
| 28 | 22-Apr |  |  |  |
| 29 (4 day week) | 29-Apr |  |  |  |
| 30 (4 day week) | 06-May |  |  |  |
| 31 | 13-May |  |  |  |
| 32 | 20-May |  |  |  |
| Half term 3 (4 day week) | 27-May |  |  |  |
| 33  3 | 03-Jun |  |  |  |
| 34 | 10-Jun |  |  |  |
| 35 | 17-Jun |  |  |  |
| 36 | 24-Jun |  |  |  |

**Childcare Provider’s Bank Details for BACS Payments**

Please complete the bank or building society details of the account you wish your payment to be made into.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bank/Building Society Name |  | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | |
| Name of Account Holder |  | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | |
| Account No. |  |  |  |  |  |  |  |  | Sort Code |  |  |  |  |  |  | |

***Please note –*** *If you change your bank account details we need to be informed one month before your next payment is due.*

**Please note:**

* This form does **not** constitute the offer of funding for a childcare place. All applications for funding are subject to an application process and approval by the Grimsby Institute. This form is part of the application process only to collect information about the costs of childcare for the applicant.
* Notify Learner Services of any changes immediately.
* **THE CHILDCARE CONTRACT IS BETWEEN THE CHILDCARE PROVIDER AND THE LEARNER – NOT THE GRIMSBY INSTITUTE GROUP**. Any additional childcare costs incurred which are not covered by the bursary award will be the responsibility of the learner. If a learner withdraws or does not attend their course, they are liable for any nursery fees incurred whilst not in college.

**Contact Learner Services via email to** [**bursary@grimsby.ac.uk**](mailto:bursary@grimsby.ac.uk) **or at one of the addresses below:**

|  |  |  |
| --- | --- | --- |
| Grimsby Institute  Nuns Corner, Grimsby  N E Lincolnshire  DN34 5BQ  Tel: 0800 315 002 | Skegness TEC  Heath Road  Skegness  PE25 3SY  Tel: 0800 389 0097 |  |

**Privacy Notice – How we use your personal information**

**Why do we collect personal information?**

TEC Partnership collects and processes personal data relating to its learners to effectively manage learning and to meet its statutory obligations as an FE College. The Institute is committed to being transparent about how and why it collects and uses that data and to meeting its General Data Protection Regulation (GDPR) obligations. *TEC Partnership* *consists of: - Grimsby Institute, University Centre Grimsby, Skegness TEC, Scarborough TEC, East Riding College, Career 6, The Academy Grimsby, Learning Centres and Modal Training.*

**What personal information does the organisation collect?**

The TEC Partnership collects personal data under GDPR Article 6c (Legal Obligation), and 6e (Public Task) in order to meet its legal obligations with the Education and Skills Funding Agency (ESFA). All data collected and processed on behalf of ESFA will be held for as long as we are legally required to do so, currently until at least 2028.

**How is this collected and stored?**

Data is stored in a range of secure places, including the student information management systems, paper records stored in secure places and on electronic documents within a secure network.

**Who has access to data?**

Information will be shared internally, with any Institute staff who need access to the data to provide services to learners.

Where the TEC Partnership engages non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions, under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. This will only take place where the law allows it and the sharing is in compliance with GDPR legislation. For full information regarding the TEC Partnership’s GDPR policies please visit https://tecpartnership.com/policies/

**What rights do you have?**

As a data subject, you have a number of rights. You can: access and obtain a copy of your data on request; require the organisation to change incorrect or incomplete data; require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing; object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. Further information can be found at https://tecpartnership.com/policies/

**Learner Support Fund Conditions**

* All Childcare providers must be registered with OFSTED.
* Payment to be made by Bank Transfer, please ensure the BACS payment details are completed for the Provider.
* Awards are based on the information shown on this form.
* All payments are based on learner attendance and funding will be withdrawn if this is not satisfactory. Learners will only receive assistance for the hours of care they are at college.
* **The learner is responsible for all childcare costs incurred if they do not attend or if they withdraw from college. If funding is withdrawn the learner is responsible for payment of any outstanding accounts.**
* If the child is not entitled to nursery grant funding at the start of term but becomes eligible during the programme, the changes must be included on this form and the Provider and learner should notify us.
* Government funded hours must be used for timetabled hours before any other claim can be made. Learners must check their entitlement through the Family Information Service or the Children’s Centre and provide evidence.
* You must specify the retainer rate if applied for holiday weeks.
* Learners will only be considered for childcare funding if they have a 19+ or Advanced Learner Loan bursary entitlement and have successfully applied to and been awarded a bursary.
* Bursary funding is not guaranteed.
* All invoices need to be submitted on a monthly basis and with final invoices to be claimed no later than 28th June 2024 to ensure payment will be completed within the funding year. Please check all final invoices have been sent and received by this date.

**I confirm that the information above is a true record of the care supplied and I will notify the Grimsby Institute Group if there are any changes. I understand and agree to the conditions listed above.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature (Learner) |  | | Date |  |
|  |  | |  |  |
| Signature (Provider) |  | | Date |  |
|  |  |  |  | |
| Name |  | Position |  | |
|  |  |  |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **For office use only** | | | | | | **Acknowledged:** | | | | | | | |
| 20+ Childcare approved  Advanced Learning Loan approved  Rejected | | | | | | | | | | | | | |
| **Assessed:** | | | | | | | | | | | | | |
| Name |  | | | | Signature | | |  | Date | |  | |  |
|  | | | | | | | | | | | | | |
| **Input:** | | | | | | | | | | | | | |
| Name |  | | | | Signature | | |  | Date | |  | |  |
|  | | | | | | | | | | | | | |
| Total Amount Awarded | | | |  | | |  | | |  | | | |
|  | | |  | | | | | | | | | | |
| Comments/Notes: | |  | | | | | | | | | |  | |
|  | | | | | | | | | | | | | |