

FE & HE Child Care Application Form Academic Session 2011/12

Information

Please note that funding for Child Care places is limited and the Child Care Support Policy provided for you explains how the funds are applied and monitored.

1. Personal Details

Name _____ Mr/Mrs/Miss/Ms
Address _____

Postcode _____
Telephone Number _____ Date of Birth _____

2. Information about your Course

Course Title _____ F/T P/T
Start Date _____

3. Reason for Application

Nursery Childminder After School Care

4. Financial Details

Have you applied for College Bursary SAAS Award

Have you applied for the maximum Loan and funding from SAAS? Yes No

If you are a lone parent completing an HN course, you must apply for the **Lone Parent Child Care Grant**.

5. General Information

Are you Married Divorced Single Co-habiting

Please give the following information about the people you live with (including children):

NAME	RELATIONSHIP	TOTAL GROSS INCOME FOR TAX YEAR 2010
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Child Care Details

Students must NOT place their child/children at a child care provider prior to receiving a letter of confirmation for financial assistance by the Student Funding Team. Students who choose to place their child/children at a child care provider in advance of confirmation of financial support will do so at their own expense.

The College will prioritise allocation of the College Nursery and will support external child care providers only if a College Nursery place is not available (with the exception of students based at Duart House). Should College Nursery places become available through the academic session, these will be offered to students with external child care arrangements. If the College is contributing to this cost, and the offer of a College Nursery place is not taken up, the College reserves the right to withdraw external financial support.

Please supply details of essential child care costs which you have incurred as a result of you becoming a student. Assistance will only be given for a registered childminder or nursery.

Evidence of a written agreement or contract must be supplied - an assessment cannot be carried out without it. Don't worry if you do not have this information yet - you should not delay submitting this application but you MUST provide this detail to Student Funding as soon as possible.

REGISTERED CHILDMINDER OR NURSERY

Name _____ Weekly Cost _____

Address _____ Daily Cost _____

Postcode _____

Registration Number _____

7. About your application - what happens next?

This application form must be returned to the Student Funding Officer before the College will consider supporting a child care place.

Applications will be refused if all funds have been allocated.

If you qualify for an award you will be forwarded an award letter detailing the amount awarded to you.

Confirmation by Applicant

I confirm that all the information that has been submitted is correct and agree that the College may verify the validity of this information. If found to be false I will be liable for the repayment of any funds received and any associated costs.

Signature of Applicant _____ Date _____

DOCUMENTATION CHECK LIST (all evidence must be photocopies)

- | | |
|--|--------------------------|
| Bursary/SAAS Award Letter | <input type="checkbox"/> |
| Student Loan Letter | <input type="checkbox"/> |
| Full birth Certificate(s) of Child(ren) | <input type="checkbox"/> |
| Evidence of Child Care costs - letter or contract | <input type="checkbox"/> |
| After school care contract | <input type="checkbox"/> |
| Evidence of Family Income for 2010/11 tax year
E.g. P60, Income Tax Assessment, Benefit Details | <input type="checkbox"/> |

**Please return this form direct to:
Student Funding Officer
Freepost RRAL-LSBC-BKUR
Coatbridge College
Kildonan Street
Coatbridge
ML5 3LS**

