

20+ Childcare Support Application 2017/18



Guidance Notes

WHAT IS THE 20+ CHILDCARE FUND?

20+ Childcare provides targeted childcare support for students who are at risk of not participating or remaining in learning as a result of barriers to access childcare provision.

WHO CAN APPLY FOR THE CHILDCARE FUND ?

All Seevic students 20 years or over as of 31 August 2017 can apply if they have been in full-time residence in the EEA/EU for the last 3 years and have a low income, or have been granted refugee status.

Priority is given to students who live in a household where the income is £20,000 gross or below.

If your household income is higher, but you are in hardship, you can still apply and your case will be considered; however, a supporting statement and evidence of financial difficulties must be included.

Students who are eligible for support are not guaranteed payments. There is a finite amount of funds available.

You are expected to attend all timetabled lessons. Failure to do so will put your financial support at risk.

WHO CANNOT APPLY FOR THE CHILDCARE FUND?

- Those not resident in the EU/EEA for the last 3 years (except where a refugee status was confirmed in the 3 years prior to starting the course)
- Students on HE courses
- Waged Apprenticeships or students enrolled on provision identified as wholly funded from other sources
- Students in prison or a young offender institution who have been released on temporary licence, i.e. day release
- Students enrolling on a course which is not funded by the government e.g. SFA funded

CHILDCARE FUNDING CANNOT BE USED FOR THE FOLLOWING?

- To fund informal childcare, such as that provided by a relative
- Students below the age of 20 years (these students should apply to Care to Learn for assistance)

WHEN CAN I APPLY?

Childcare fund applications can be made from August 2017.

Applications will only be considered for the current year September 2017 – July 2018.

Application forms **must** be submitted to the Finance Office by 30th September **with or without** supporting evidence. Funding can therefore be allocated but will not be processed until supporting evidence is received.

Students must be enrolled and have started a course before a payment can be made.

Childcare funding will commence from the date a completed application form is submitted with supporting evidence.

HOW DO I APPLY?

Complete an application form; these are available on our website, from Student Services and Finance.

All forms need to be completed and returned with the relevant up-to-date proof of **household income**. Please see Section 5 of the application form. Evidence of household income **must** be included with the application; incomplete forms will delay payments.

If you need help completing the form, call or visit Finance where staff can help you, make it available in other formats (e.g. large print) and discuss other sources of funding.

Once agreed, payments are made directly to the childcare provider upon receipt of their invoice (1 month in arrears).

Appeals Procedure

If you are unhappy with a decision you should speak to the Finance Office Manager in the first instance. If you are still unsatisfied, you can follow the College's Complaints procedure.

If you are **worried about money** and would like to find out what help and support is available - please speak to a **Student Adviser in Student Services**.

If you have any **queries regarding your Bursary application** – please speak to the **Finance Team**.

In Person Visit Finance

By Email yourfuture@seevic-college.ac.uk

By Phone 01268 882 666