

Form B 20+ Childcare Bursary Application 2018-19

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

Your timetabled hours on course:

	Start	Finish
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

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	

Funded hours should be claimed initially. Bursary funding may be available to support additional timetabled hours based on timetabled provision, less free nursery hours.

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: _____

Teaching week number	Week commencing	Please specify days or		Weekly cost (total price per week per child less free nursery hours and bank hols).
		Days	Hours	
1	03-Sep-18			
2	10-Sep-18			
3	17-Sep-18			
4	24-Sep-18			
5	01-Oct-18			
6	08-Oct-18			
7	15-Oct-18			
Half term 1	22-Oct-18			
8	29-Oct-18			
9	05-Nov-18			
10	12-Nov-18			
11	19-Nov-18			
12	26-Nov-18			
13	03-Dec-18			
14	10-Dec-18			
15	17-Dec-18			
Christmas	24-Dec-18			
15	31-Dec-18			
16	07-Jan-19			
17	14-Jan-19			
18	21-Jan-19			
19	28-Jan-19			
20	04-Feb-19			
21	11-Feb-19			
Half term 2	18-Feb-19			
22	25-Feb-19			
23	04-Mar-19			
24	11-Mar-19			
25	18-Mar-19			
26	25-Mar-19			
27	01-Apr-19			
Easter holiday	08-Apr-19			
Easter holiday	15-Apr-19			
28	22-Apr-19			
29	29-Apr-19			
30	06-May-19			
31	13-May-19			
32	20-May-19			
Half term 3	27-May-19			
33	03-Jun-19			
34	10-Jun-19			
35	17-Jun-19			
36	24-Jun-19			

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.

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 STUDENT – NOT THE GRIMSBY INSTITUTE GROUP.** Any additional childcare costs incurred which are not covered by the bursary award will be the responsibility of the student. 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 or at one of the addresses below:

Grimsby Institute
Nuns Corner, Grimsby
N E Lincolnshire
DN34 5BQ
Tel: 0800 315 002
www.grimsby.ac.uk

STEC
Lady Edith's Drive
Scarborough, North Yorks
YO12 5RN
Tel: 0800 731 7410
www.scarboroughtec.ac.uk

Skegness TEC
Heath Road
Skegness
PE25 3SY
Tel: 0800 389 0097
www.skegnesstec.ac.uk

Privacy Notice – How we use your personal information

Why do we collect personal information?

The Grimsby Institute Group (The Institute) 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.

The Grimsby Institute Group consists of: - Grimsby Institute, University Centre Grimsby, Skegness TEC, Scarborough TEC, Career 6, The Academy Grimsby, Learning Centres and Modal Training.

What personal information does the organisation collect?

The Institute 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 2025.

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 Group 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 Group GDPR policies please visit

<http://www.grimsbyinstitutegroup.co.uk/grimsby-institute-group-policies.php>

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 <http://www.grimsbyinstitutegroup.co.uk/grimsby-institute-group-policies.php>

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. **Increases in rate are not covered.**
- All payments are based on student attendance and funding will be withdrawn if this is not satisfactory. Students will only receive assistance for the hours of care the student is 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 student 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 aged over 24 on level 3/4 courses will only be considered for funding if have taken out the Advanced Learning Loan to pay their fees.
- Learners aged 19-23 on second full level 3/4 courses will only be considered for funding if have taken out the Advanced Learning Loan to pay their fees.
- 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 by 28th June 2019 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)	<input type="text"/>	Date	<input type="text"/>
Signature (provider)	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>	Position	<input type="text"/>

For office use only		Acknowledged:	
20+ Childcare approved <input type="checkbox"/>	Advanced Learning Loan approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	
Assessed:			
Name <input type="text"/>	Signature <input type="text"/>	Date	<input type="text"/>
Input:			
Name <input type="text"/>	Signature <input type="text"/>	Date	<input type="text"/>
Total Amount Awarded	<input type="text"/>		
Comments/Notes:	<input type="text"/>		