

Form B 20+ Childcare Bursary Application 2022-23

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
<input type="text"/>	<input type="text"/>

Your timetabled hours on course:

	Start	Finish
Monday	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>

Is this child entitled to: Please delete as appropriate: Date of entitlement:

2 year old (15 hours funding)	Yes / No	<input type="text"/>
3-4 year old (15 or 30 hours funding)	Yes / No	<input type="text"/>

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.

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 2022 – April 2023 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

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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	05-Sep			
2	12-Sep			
3	19-Sep			
4	26-Sep			
5	03-Oct			
6	10-Oct			
7	17-Oct			
Half term 1	24-Oct			
8	31-Oct			
9	07-Nov			
10	14-Nov			
11	21-Nov			
12	28-Nov			
13	05-Dec			
14 (4 day week)	12-Dec			
Christmas	19-Dec			
Christmas (3 day week)	26-Dec			
15 (3 day week)	02-Jan			
16	09-Jan			
17	16-Jan			
18	23-Jan			
19	30-Jan			
20	06-Feb			
Half term 2	13-Feb			
21	20-Feb			
22	27-Feb			
23	06-Mar			
24	13-Mar			
25	20-Mar			
26	27-Mar			
Easter (4 day week)	03-Apr			
Easter (4 day week)	10-Apr			
27 (4 day week)	17-Apr			
28	24-Apr			
29 (4 day week)	01-May			
30	08-May			
31	15-May			
32	22-May			
Half term 3 (4 day week)	29-May			
33	05-Jun			
34	12-Jun			
35	19-Jun			
36	26-Jun			

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

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/>

Date received: _____

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 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 16th June 2023 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"/>	