

FE & HE CHILDCARE FUNDS CONDITIONS OF AWARD

These are the childcare funding terms and conditions of award. You must comply with them to receive your payments.

1. Payments are made fortnightly, 2 weeks in arrears, by BACs transfer to your childcare provider (please see the payment information in your award notice).
2. Your contract is between you and your childcare provider. No contract exists between the college and the provider, and the college will not mediate any contractual dispute between you and the childcare provider.
3. **Payments will only be made for the days you are in college in timetabled classes (where registers are kept) and compulsory placements. The college cannot pay for self-directed study/practice periods.**
4. **The college cannot assist with the cost of nanny services. If you need to use a nanny service for health reasons, please contact us before booking your childcare.**
5. Payments will only be made for College Holiday periods if this forms part of your childcare contract. Please note, out-of-school clubs will not be paid during college holiday weeks.
6. Some elements of weekly childcare fees cannot be covered – this includes, but is not limited to: deposits, registration, annual joining fees, induction days, 'on call' fees, and situations where a school-term or longer-term contract is billed over the college weeks only. This means that your weekly award may not match the weekly rate being charged.
7. **If your award is less than your childcare provider's full fees then it will be your responsibility to pay the balance. This includes any balances that arise as a result of a partial award, non-payment due to poor attendance, self-study days and any other non-timetabled provision, or overpayment (this list is not exhaustive).**
8. You must have positive engagement marks for 75% of timetabled hours each week to receive payment for that week ("positive engagement" means being present in class, or having some form of approved absence). If you do not, payment for that week will be withheld and you will be liable to pay the full amount to the provider.
9. You must make sure that you are familiar with the Student Attendance Policy. You will be told about this at induction, and can find out more from your Learning Development Tutor or Course Leader. If you are absent you must follow the procedure and complete the appropriate absence form.
10. **Your provider will be asked to provide proof (up to 3 times a year) that you are using their services, including up to date details of the service they are providing. Your payments may be suspended or stopped completely if they fail to provide this.**
11. You must report any change of circumstances which may affect the amount of funding you are eligible for. This includes changes to your timetable, provision days/times or rates. You must also notify Student Funding immediately if you leave the course.
12. Where the college is satisfied that there has been an overpayment of childcare due to miscalculation, re-evaluation of eligibility, unsatisfactory progress or any other reason, any overpayment will be deducted from future instalments. If this is not possible your provider will be required to repay the amount identified.
13. When the college terminates an award it will do so from the last day of regular attendance. If an overpayment results your provider will be required to repay the amount identified. They may contact you directly regarding this.