

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.

- Payments are made fortnightly, 2 weeks in arrears, by BACs transfer to your childcare provider (please see the payment information below).
- **The 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.**
- **Payments will only be made for taught, timetabled classes (where registers are kept) and compulsory placements. The college cannot pay for self-directed study periods.**
- Payments will only be made for College Holiday periods if this forms part of your childcare contract.
- There will be no payments for deposits, registration, annual joining fees or induction days. Please note, out-of-school clubs will not be paid during college holiday weeks.
- **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).**
- You must maintain 75% attendance in any given week. If your attendance falls below 75% the payment for that week will be withheld and you will be liable to pay the full amount to the provider.
- If you are absent you must complete immediately on return to college the appropriate absence form. A Student Attendance Monitoring form should be completed for absences of 7 days or less. Absences of more than 7 days should be covered by a doctor's note or medical certificate. A maximum of five days of self-certified absences are permitted in any one teaching block (August to January or February to June). Over-use or mis-use of self-certification will result in your payments being stopped. Only 28 days of medical certificates will be accepted for the Academic Year. The College has the discretion to decide if the reason given for absence are genuine. Unsupported absences will not be authorised.
- Payment is dependent on progress and will be stopped immediately if you leave the course.
- **You will be required to provide proof (up to 3 times a year) that you are using the provider services, and up to date details of the service they are providing. Failure to return the Provider Confirmation Documents will result in payments being stopped.**
- 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.
- 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.
- 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.