

## **CHILDCARE FUNDING - GENERAL INFORMATION & TERMS OF PAYMENT**

We cannot assess a student's application for childcare funding until we receive this form fully completed, as well as a copy of the provider's childcare contract and/or terms and conditions.

If the student's application is successful they will be issued with an award letter. This contains their payment schedule, and unique payment reference number. Providers should request a copy from the student. There is a sample payment schedule available on the college website for guidance only.

Payments are made directly to the provider's bank account, fortnightly in arrears. These payments are financial assistance only, and may not cover the entire fee being charged. Payments are dependent on a student's satisfactory attendance and progress.

Payment for College holidays will only be considered if these form part of the student's formal contract with the provider, and the college has received the required terms and conditions/contract.

Some elements of weekly childcare fees cannot be covered – this includes, but is not limited to 'on call' fees, and situations where a school-term or longer-term contract is billed over the college weeks only. This means that the student's weekly award may not match the weekly rate being charged.

**The college is not permitted to duplicate funding available from other sources, such as HMRC, Local Authority Funding, childcare vouchers, etc.**

When students sign their declaration on their application, they agree that the College can tell providers basic information about their award, such as the award status, amount, payment schedule, and non-payment due to not meeting the terms and conditions of award. The College cannot however provide any in-depth information, or information about the student's personal circumstances (this includes information about the award assessment). Where more information is required, providers should contact the student directly.

The provider agrees to complete further Confirmation Documents to verify the student is still using the provision covered by their award, and to collect up to date information about the childcare being provided. These need to be submitted in November, January and April as appropriate. These forms will be issued in the reminder packs, and blank copies are available on the college website.

**The College is not responsible for payment of childcare costs incurred by students. The contract is between the student and the childcare provider only. No contract exists between the College and the provider, and the College will not mediate any contractual dispute between the student and the childcare provider.**

Where the student's award is less than the childcare provider's full fees then it is the student's 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).

It is the student's responsibility to provide the required notice of termination to the provider in accordance with their contract. The student will be liable for any cost due by not providing the appropriate period of notice.

If the eligible days and times of the childcare provision changes, or the student ceases to use the childcare provider's services and this results in an overpayment of childcare funding, the childcare provider will be required to repay to the College the full amount of funds they were not eligible to receive. Providers are encouraged to notify us of any changes to the childcare provision in order to minimise the risk of overpayment (or underpayment).

The College will not be responsible for any outstanding fees incurred by the student.