

# Form B 20+ Childcare Bursary Application 2024-24

**This section must be completed by the Student**

Name of Student

Student Ref No.

**Child for whom you wish to claim (please complete a new application for for each child)**

Name of child	Date of birth
<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.

**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"/>

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 2023 – April 2024 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

Ofsted Reg. No.

Name of Contact

Address

Postcode

Telephone No.

Email

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				£ <input type="text"/>

**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	4 DAY WEEK	05-Sep-2023		
2		11-Sep-2023		
3		18-Sep-2023		
4		25-Sep-2023		
5		02-Oct-2023		
6		09-Oct-2023		
7		16-Oct-2023		
8		23-Oct-2023		
Half Term 1		30-Oct-2023		
9		06-Nov-2023		
10		13-Nov-2023		
11		20-Nov-2023		
12		27-Nov-2023		
13		04-Dec-2023		
14		11-Dec-2023		
15	3 DAY WEEK	18-Dec-2023		
Christmas		25-Dec-2023		
Christmas		01-Jan-2024		
16		08-Jan-2024		
17		15-Jan-2024		
18		22-Jan-2024		
19		29-Jan-2024		
20		05-Feb-2024		
Half Term 2		12-Feb-2024		
21		19-Feb-2024		
22		26-Feb-2024		
23		04-Mar-2024		
24		11-Mar-2024		
25		18-Mar-2024		
Easter Holiday		25-Mar-2024		
Easter holiday		01-Apr-2024		
26		08-Apr-2024		
27		15-Apr-2024		
28		22-Apr-2024		
29		29-Apr-2024		
30	4 DAY WEEK	06-May-2024		
31		13-May-2024		
32		20-May-2024		
Half term 3		27-May-2024		
33		03-Jun-2024		
34		10-Jun-2024		
35		17-Jun-2024		
36	4 DAY WEEK	24-Jun-2024		

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 TEC Partnership. This form is part of the application process only to collect information about the costs of childcare for the applicant.
- Notify Student Support of any changes immediately.
- **THE CHILDCARE CONTRACT IS BETWEEN THE CHILDCARE PROVIDER AND THE STUDENT – NOT TEC Partnership.** Any additional childcare costs incurred which are not covered by the bursary award will be the responsibility of the student. If a student withdraws or does not attend their course, they are liable for any nursery fees incurred whilst not in college.

Contact Student Support via email to [bursary@scarboroughtec.ac.uk](mailto:bursary@scarboroughtec.ac.uk) or at the address below:

FAO Bursaries  
Scarborough TEC  
Filey Road  
Scarborough  
North Yorkshire  
YO11 3AZ

### Privacy Notice – How we use your personal information

#### Why do we collect personal information?

The TEC Partnership collects and processes personal data relating to its students to effectively manage learning and to meet its statutory obligations as an FE College. The TEC Partnership 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 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 at least 2029

If your application is unsuccessful, the reasons for not being awarded will be added to your electronic learner record and the application form securely deleted.

#### 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 TEC Partnership staff who need access to the data to provide services to students. 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.

#### 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 [privacy-statement-Learners.pdf \(tecpartnership.com\)](#)

### Student 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 if they are not on this form.**
- 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 student 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 student should notify us.
- Government funded hours must be used for timetabled hours before any other claim can be made. Students 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.
- Students 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 by 24<sup>th</sup> June 2024 to ensure payment will be completed within the funding year. Please check all final invoices have been sent and received by this date.
- In the event of a quarantine or lockdown we reserve the right to adjust the bursary to reflect the situation within funding limitations.

**I confirm that the information above is a true record of the care supplied and I will notify TEC Partnership if there are any changes. I understand and agree to the conditions listed above.**

Signature (Student)	<input type="text"/>	Date	<input type="text"/>
Signature (provider)	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>	Position	<input type="text"/>

<b>For office use only</b>	<b>Acknowledged:</b>	
20+ Childcare approved <input type="checkbox"/>	Advanced Learning Loan approved IF AL Loans Bursary <input type="checkbox"/>	Rejected <input type="checkbox"/>
<b>Assessed:</b>		
Name <input type="text"/>	Signature <input type="text"/>	Date <input type="text"/>
<b>Input:</b>		
Name <input type="text"/>	Signature <input type="text"/>	Date <input type="text"/>
<b>Checked by (if same person assessed and input) signed</b> _____ <b>Date</b> _____		
Total Amount Awarded	<input type="text"/>	
Comments/Notes: (Workings out)	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>	