

Form B 20+ Childcare Bursary Application 2020-21

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 form for each child): We require a copy of the child's birth certificate

Your timetabled hours on course:

Name of child	Date of birth
<input type="text"/>	<input type="text"/>

	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"/>

Funded hours should be claimed initially. Bursary funding may be available to support additional timetabled hours based on timetabled provision, less free nursery hours.

This section must be completed by The

Nursery or Childminder

Company Name

Reg. No.

Name of Contact

Address
Postcode

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				<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	08-Sep-2020			
2	14-Sep-2020			
3	21-Sep-2020			
4	28-Sep-2020			
5	05-Oct-2020			
6	12-Oct-2020			
7	19-Oct-2020			
Half Term 1	26-Oct-2020			
8	02-Nov-2020			
9	09-Nov-2020			
10	16-Nov-2020			
11	23-Nov-2020			
12	30-Nov-2020			
13	07-Dec-2020			
14	14-Dec-2020			
Christmas	23-Dec-2020			
Christmas	30-Dec-2020			
15	05-Jan-21			
16	11-Jan-21			
17	18-Jan-21			
18	25-Jan-21			
19	01-Feb-21			
20	08-Feb-21			
Half Term 2	15-Feb-21			
21	22-Feb-21			
22	01-Mar-21			
23	08-Mar-21			
24	15-Mar-21			
25	22-Mar-21			
Easter Holiday	29-Mar-21			
Easter holiday	05-Apr-21			
26	13-Apr-21			
27	19-Apr-21			
28	26-Apr-21			
29	04-May-21			
30	10-May-21			
31	17-May-21			
32	24-May-21			
Half term 3	31-May-21			
33	07-Jun-21			
34	14-Jun-21			
35	21-Jun-21			
36	28-Jun-21			

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 Services 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 Services via email to 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, Career 6, The Academy Grimsby, Learning Centres and Modal Training.

What personal information does the organisation collect and how long will it be kept for?

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.

- Financial records are held until 31st July 2026.
- 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 <https://tecpartnership.com/privacycentre>

.Student Support Fund Conditions

- All Childcare providers must be registered with OFSTED
- In the event of a quarantine or lockdown we reserve the right to adjust the bursary to reflect the situation within funding limitations.
- 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 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 aged over 24 on level 3/4 courses will only be considered for funding if have taken out the Advanced Learning Loan to pay their fees.
- Students aged 19-23 on second full level 3/4 courses will only be considered for funding if have taken out the Advanced Learning Loan to pay their fees.
- 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 28th June 2021 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 TEC Partnership if there are any changes. I understand and agree to the conditions listed above.

Signature(Student)	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
Signature (provider)	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
Name	<input style="width: 95%;" type="text"/>	Position	<input style="width: 95%;" 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 style="width: 95%;" type="text"/>	Signature <input style="width: 95%;" type="text"/>
	Date <input style="width: 95%;" 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"/>				