

# Form B 20+ Childcare Bursary Application 2021-22

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

Name of Student  Student Ref No.

Name of child	Date of birth

**Your timetabled hours on course:**

	Start	Finish
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		

**Is this child entitled to:** Please delete as appropriate: **Date of entitlement:**

2 year old (15 hours funding)	Yes / No	
3-4 year old (15 or 30 hours funding)	Yes / No	

**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.**

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 2021 – April 2022 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  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				
Tuesday				
Wednesday				
Thursday				
Friday				
<b>TOTAL WEEKLY COST</b>				

**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	07-Sep-2021		
2		13-Sep-2021		
3		20-Sep-2021		
4		27-Sep-2021		
5		04-Oct-2021		
6		11-Oct-2021		
7		18-Oct-2021		
<b>Half Term 1</b>		<b>25-Oct-2021</b>		
8		01-Nov-2021		
9		08-Nov-2021		
10		15-Nov-2021		
11		22-Nov-2021		
12		29-Nov-2021		
13		06-Dec-2021		
14	4 DAY WEEK	13-Dec-2021		
<b>Christmas</b>		<b>20-Dec-2021</b>		
<b>Christmas</b>		<b>27-Dec-2021</b>		
15	3 DAY WEEK	05-Jan-22		
16		10-Jan-22		
17		17-Jan-22		
18		24-Jan-22		
19		31-Jan-22		
20		07-Feb-22		
21		14-Feb-22		
<b>Half Term 2</b>		<b>21-Feb-22</b>		
22		28-Feb-22		
23		07-Mar-22		
24		14-Mar-22		
25		21-Mar-22		
26		28-Mar-22		
27		4-Apr-22		
<b>Easter Holiday</b>		<b>11-Apr-22</b>		
<b>Easter holiday</b>		<b>18-Apr-22</b>		
28	4 DAY WEEK	26-Apr-22		
29	4 DAY WEEK	02-May-22		
30		09-May-22		
31		16-May-22		
32		23-May-22		
<b>Half term 3</b>		<b>30-May-22</b>		
33		06-Jun-22		
34		13-Jun-22		
35		20-Jun-22		
36	4 DAY WEEK	27-Jun-22		

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 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 for 5 years following the academic year you apply
- 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 28<sup>th</sup> June 2022 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 type="text"/>	Date	<input type="text"/>
Signature (provider)	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>	Position	<input type="text"/>

For office use only	Acknowledged:		
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"/>
Total Amount Awarded	<input type="text"/>		
Comments/Notes:	<input type="text"/>		