



MONEY MANAGEMENT SERVICE

doing more to support you financially

MMS@SGSCOL.AC.UK

20 plus

CHILDCARE SUPPORT

APPLICATION 2019/2020

Providing support with childcare costs in academic year 2019-2020

19+ Discretionary Learner Support Fund / Advanced Learner Loan Bursary / College Hardship

 **WEST OF
ENGLAND**
Combined Authority

Funded by the West of England Combined Authority



South Gloucestershire
and Stroud College

Overview

This application is designed for students who are looking to apply for childcare bursary from the 19+ Discretionary Learner Support Fund (19+ Bursary), 19+ Advanced Learner Loan Bursary or have been requested to complete this application by a MMS team member for access to the college Hardship fund. These schemes have different eligibility criteria but all look at supporting 19+ students who are in financial hardship and require childcare support while studying an FE college course.

To help you understand which childcare bursary you may be successful for please speak to a member of MMS, visit www.sgscol.ac.uk/mms or request a copy of the eligibility guidance.

It is important you do the following to ensure your application is not returned to you and/or declined:

- **Complete this application fully:**
Any applications submitted that are not fully complete will be returned and unlogged. This could mean your application is delayed and possibly declined once re-submitted if funding has been depleted.
- **Provide correct evidence required:**
You must ensure you supply the birth certificate for each child named on this form as requested on page 4.
- **Return directly to a member of MMS:**
Applications should be returned directly to a member of the MMS team in person or via one of the below postal addresses. We recommend sending applications via Royal Mail 1st Class Recorded. If you are studying at Queens Road, Berkeley or Wise campuses you can return applications to one of the MMS red drop boxes. Please speak to your department or reception for the location of these boxes.

MMS (19 Plus Childcare)
SGS College, The Hub
Stroud Campus
Stratford Road
Stroud
GL5 4AH
01453 761185

MMS (19 Plus Childcare)
SGS College, MMS Office
Filton Campus
Filton Avenue
Bristol
BS34 7AT
0117 9092381

Applications can be submitted from 1st June 2019 until 15th July 2020. However we highly recommend submitting applications before 18th August 2019 as funding is limited and may be depleted before your course starts.

Processing

Applications will be processed in the order they are received in. We will begin processing from 1st August 2019. This allows us to confirm any last minute guidance changes. Please allow up to 3 weeks for processing. You will be contacted by letter. We cannot provide information on applications until we have contacted you. Any contact regarding financial support will be between the MMS team and the student.

Please be aware that the maximum childcare award is £2,000 per household.



Student Agreement and Childcare Provider Information

As both the student and childcare provider, by signing this agreement you are agreeing that you have read and understood this statement and confirming that:

- the information you will supply on this form is correct and complete to the best of your knowledge and belief.
- It is understood that in order for this application to be processed the student must have first applied and been successful for the 19+ Discretionary Learner Support Fund or the 19+ Advanced Learner Loan Bursary via the MMS team.
- It is understood that any attempt to dishonestly obtain a childcare bursary could be treated as fraud and may result in criminal and/or civil proceedings against the student named within this application.
- It is understood that if the student withdraws at any stage of a course we are unable to issue funding to a childcare provider and the student may still be liable for any childcare fees at the provider's discretion.
- It is understood that it is important to be aware that childcare payments are only released to students with 90% attendance or over and this should be maintained throughout the year. If worried about keeping attendance at 90% or above please discuss with a Learning Mentor or Tutor.
- The student must meet the college behaviour standards outlined within the college policy. You can find a copy of this policy in the Student Handbook.
- It is understood that childcare bursary payments will not be paid if the student does not meet the above criteria and the student will be liable to pay any outstanding fees from the childcare provider.
- It is understood that we are only able to provide childcare support during timetabled study sessions, (including: time needed to undertake work experience or industry placements that are necessary to the successful completion of the course, and independent study time required to complete course work, revision or homework, within the maximum weekly amount), and are not always able to cover sessions in full due to our limit of £2,000 per year per household. Details will be provided in the award letter if successful.
- It is understood that childcare funding may not cover all childcare costs. As such the student will be liable for any childcare fees/costs, agreed between them and the childcare provider, that fall outside of the support agreed through the relevant Bursary.

Student full name (IN BLOCK CAPITALS)

Student signature

Childcare Provider signature

Today's date



Student Number

(If you don't have one yet, leave this blank)

Personal Details

Please complete these details exactly as stated on your birth certificate or passport.

Please complete the child(s) boxes in the same way and ensure you complete the age and DOB boxes.

We will also need to see a birth certificate for each child.

If any of your details change during the year you will need to let us know.

Please note you will need to complete all boxes unless stated. All applications that are not fully completed will be returned and unlogged on our system. This may delay or prevent you being awarded a childcare bursary.

Please note, when completing the hours required box that we are only able to provide childcare support during your timetabled study sessions (this includes time needed to undertake work experience or industry placements that are necessary to the successful completion of the course, and independent study time required to complete course work, revision or homework, within the maximum weekly amount).

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Student Forename(s)

Student Surname

Child Name (1)

Date of Birth

Age

Birth certificate attached?

Child Name (2)

Date of Birth

Age

Birth certificate attached?

Childcare Provider

Provider Contact

Provider Number

Registration Number

Registered By

Insured By

Public Liability Insurance?

Y

N

Ofsted Registered?

Y

N

Hours Required Per Week

Cost Per Week After Discounts