

## **Guidance for students applying for help towards childcare costs 2019 - 2020**

- Support towards childcare costs is available on a term-time only basis.
- The childcare provider you use must be Ofsted registered.
- An application form for support towards childcare costs must be completed alongside the main Student Financial Support application form.
- You must complete a separate form for each childcare provider used.
- Please provide a copy of your College timetable with your application if possible.
- All children named on the application form for childcare financial support must be named on the Tax Credit Award provided with the main application form.
- The College will contribute a maximum of £32 per full day, £16 for half a day or £16 per day for before and after school club.
- You are responsible for paying any childcare fees above the contribution made by the College.
- You must inform Student Finance of any changes that occur affecting your childcare arrangements. You are responsible for paying any charges incurred without approval from the College.
- You must maintain an acceptable level of attendance to remain eligible for support. You will be contacted by a member of the Student Finance Team if your attendance is below expectations.
- The College has the right to withdraw support if any of the guidelines are not adhered to.
- Completion of the application forms does not mean that a contribution towards childcare fees has been agreed. Both the student and childcare provider will receive written confirmation of the college's weekly contribution if accepted. The College is not liable to pay any fees charged before the date of written confirmation.
- Payments will be made directly to the childcare provider and will be paid monthly in arrears. The childcare provider will be made aware of the college's invoicing and payments process. Childcare providers must agree to the college's terms and conditions before any support is granted.
- The College will only pay a contribution towards childcare fees for the duration of the course as agreed by the course leader.
- If you have any queries regarding applying for financial help towards childcare then please contact Student Finance at [studentfinanceteam@nscq.ac.uk](mailto:studentfinanceteam@nscq.ac.uk) or telephone: 01782 254188.