20+ Childcare Funding Application 2025/26

Use this form if you are aged 20 or over at the start of your course. If you are aged below 20 at the start of your course please apply for Care to Learn childcare funding www.gov.uk/care-to-learn

The 20+ Childcare fund is for Further Education students only. Students on Higher Education courses should check entitlement for Childcare Grant from Student Finance England www.gov.uk/student-finance

⚠️ **FOR COLLEGE STAFF USE ONLY** – Please use the following checklist to ensure the form is complete and supporting documents are included, then send to childcarefunding@leedscitycollege.ac.uk

Application form completed and signed	☐	**Appropriate income evidence provided**	☐
Copy of timetable confirmed by curriculum	☐	**Evidence of Advanced Learner Loan if applicable** (this may be submitted later if student is still awaiting approval, funding will not be agreed until the Advanced Learner Loan is approved)	☐
Birth Certificate of child	☐		
Staff Name/Job Title.		**Date**	

Student Details

Student ID Number			
Age on 31st August 2025		Date of Birth	
First name		Surname	
Address		Postcode	
Email Address (Email will be the main way that we contact you)		Mobile	

Course Title (including level)			
Tutor name		Campus	

Please complete below as appropriate to your timetable

	Mon	Tue	Wed	Thurs	Fri
College start time					
College finish time					

⚠️ Advanced Learner Loan

Do you require an Advanced Learner Loan for your course?

Yes – Please complete the box below ☐

No – Please go to child details box ☐

If your course fees are being paid for using an **Advanced Learner Loan**, your loan **must be approved before childcare funding can be approved** (please tick below as appropriate). **You can still submit the childcare form, but we cannot agree childcare funding support until you provide a copy of your Loan Approval letter.**

If you do not show evidence of your Advanced Learner Loan within six weeks of application, the College reserves the right to remove provisional offer of childcare support.

My Loan has been Approved (please tick)	☐	**I am awaiting my Loan Approval (please tick)**	☐

Name(s) of Child(ren) Requiring Funding.

Please provide a copy of the Birth Certificate evidence of your child(ren).

If you need childcare for additional children later in the course, you must contact us to apply again.

First Name	Surname	Date of Birth

Household Income Evidence

Please tick below to indicate which circumstances relate to your household situation and provide evidence. You only need to provide one type of evidence.

	Tick Box	Evidence needed
State Benefits Universal Credit Job Seekers Allowance ESA Pension Credit Housing Benefit		3 months' worth of Bank Statements or Benefit Letter/Statements dated within the last 3 months. Evidence must clearly show the student's name.
Asylum Support		If you are an Asylum Seeker please provide a **Home Office letter** AND an **Azure card/Aspen Card**
Wages		Provide copies of the last 3 months' worth of **Wage Slips** and **Bank Statements** for all household incomes. We would prefer a **Universal Credit Statement** if you have one.
Self Employed		Provide a copy of your **Annual Accounts** for the year end **April 2025 or SA302 Tax Calculation Form.**

Student Declaration

GDPR Consent Statement:

I agree to Luminate Education Group and my Childcare Provider(s) processing my personal data for the purpose of allocating Learner Support Funds based on the privacy notice and the legal basis for processing and for this data to be held for 6 years from the time of application.

I am aware that I may withdraw my consent at any time by using form GDPR REC 4.6A - Data Subject Consent Withdrawal Form. For further details including our privacy notice, how the College will collect and use your personal data and to access the Data Subject consent Withdrawal Form, refer to the Corporate documents section of the College website.

⚠️ **I understand and agree to the following:**

1. This form is only an application at this stage. **Funding has not been agreed yet**.
2. You will receive information about the progress of your application. If successful, you will receive a **provisional offering of funding**. You must then get a quote form completed by the childcare provider. Alternatively, this can be submitted with the application if you already have a provider setup.
3. College will support the cost of childcare for a maximum of three years. If you can demonstrate you are progressing in your studies, the Student Funds Finance Manager may use discretion to continue support with childcare costs.
4. It is preferred the student uses a Council run nursery where possible.
5. You will then receive a **Childcare Agreement** which **you and the Childcare Provider must sign and return to college by the published deadline**.
6. Until a Childcare Agreement is returned and fully signed by both student and provider, the college has not formally agreed to pay the cost.
7. Childcare Funding can only help towards timetabled hours, term time only (Holidays and Bank Holidays are not funded).
8. The college sets maximum limits of charges it will pay, set at £58.10 for a full day or £30 per half day per child based on your actual timetable.
9. Payments for school wrap around care are capped at £5 (including VAT) per child for before school care, and £10 (including VAT) per child for after school care. The College will not support the cost of children's out of school lessons, e.g. music lessons, extra tuition lessons.
10. Any additional childcare costs over the agreed amount such as registration fees/late charges/fee increase and any sessions not previously agreed will not be funded, and are the responsibility of the student.
11. If you choose to take holidays during term time, you will be responsible for the full childcare costs during that period.
12. I must inform College before changing course/ timetable, childcare provider or hours of care, as funding may not be agreed.
13. Attendance: Childcare Funding is based on my attendance. I must inform the Support Fund Team if I am leaving the college or if I or my child has an absence of more than 2 weeks.
14. I agree I will not take my child to the Childcare Provider until funding has agreed.
15. I agree I will not pay any fees directly to the Childcare Provider in lieu of invoices being sent to the College for payment.
16. I am aware any additional agreements directly set up with the Childcare Provider are my responsibility and the College is not responsible for these.

Student Signature		Date	

RECEIPT - STUDENT TO KEEP
Keep this sheet as a Receipt of handing in your Childcare Application

Student Name		Staff Name	
Student ID		Staff Signature	
Date		Date	

Important Notes

The 20+ Childcare Fund is part of the college's discretionary funds. The funds are limited, in high demand and are not guaranteed. Students must apply early and provide all evidence requested. This fund is in place to assist students with childcare costs to overcome barriers, which may prevent them from taking part in, or continuing in learning. Applicants will be assessed by household income. **Students are expected to access all sources of childcare funding provided by local councils/government/employers, such as Free Early Education Entitlement, Childcare Elements of Tax Credits or Universal Credit and childcare vouchers before requesting college support. It is preferred the student uses a Council run nursery where possible.**

Who is eligible to apply for help with childcare costs?
- ✔ You must be aged 20+ on 31 August 2025.
- ✔ You must be the parent, or, have parental responsibility for the child(ren) being claimed for.
- ✔ You must be in receipt of income assessed state benefits and / or you must have a total annual gross household income of £30,000 or below.
- ✔ You must be enrolled on an approved Government funded programme (ESFA, WYCA, ESF, Publicly funded programme).
- ✔ You must meet the residency requirements (you can check this with college when you apply for the course).
- ✔ You must be timetabled for a minimum of **5 hours of classes guided by a tutor per week**.
- ✔ College will support the cost of childcare for a maximum of three years. If you can demonstrate you are progressing in your studies, the Student Funds Finance Manager may use discretion to continue support with childcare costs.

What help may be available?
The college works in partnership with OFSTED registered childcare providers and makes payments directly to them on receipt of invoices. The payment amounts are agreed between college and provider as part of a Partnership Service Agreement. The college sets maximum limits of charges it will pay, set at £58.10 for a full day or £30 per half day per child based on your actual timetable. The college will only support Term-Time places based on the college term dates. We cannot pay additional charges that have not been agreed by the college. A maximum contribution of £7,000 is available per student for childcare costs.

What you need to do and what happens next.
- ✔ As part of this childcare application, the Childcare Provider must complete the **20+ Childcare Provider Quote Form 2025-26.**
- ✔ Check that the provider you choose is OFSTED Registered and agrees to the college's terms and conditions.
- ✔ Return your signed Application Form and Quote Form with evidence to childcarefunding@leedscitycollege.ac.uk.
- ✔ **You must not** enter into a contract with a childcare provider on behalf of the college. The college will write to you and the childcare provider with details of what we can fund once your application is approved and we have made agreements with the provider. **This may take up to four weeks after you have submitted your completed form.**
- ✔ If you have a change of circumstance such as a different course or timetable or you want to change providers or times of childcare you must contact the Support Fund Team. We cannot guarantee to fund childcare arrangements where there are changes in circumstances until we have checked the full details and have agreed.
- ✔ If your attendance does not meet college requirements your childcare funding can be cancelled.