

Childcare Application Process for Students 2025-2026

Step 1: Complete Application Form

- Download the application form from the College website
- Seek assistance from tutors/curriculum staff if needed
- Ensure the form is fully filled out and signed

Step 2: Review Supporting Documents

Submit the completed application and supporting documents to tutor or curriculum admin for review

Documents Checklist:

- Childcare Application Form (completed, and signed)
- Childcare Quote Form (filled and signed by childcare provider)
- Child's Birth Certificate(s)
- Timetable
- Income Evidence

Step 3: Provide Missing Documents

If any documents are missing, supply the required documents as advised by pastoral support staff or curriculum admin

Step 4: Submit Documents

- Scan or photograph all application and supporting documents
- Email the files to **childcarefunding@leedscitycollege.ac.uk**
- Include a completed quote form if available

Step 5: Application Assessment

The Support Fund Team will review the application

Confirmation of approval or decline is sent via the student email address provided on the application form

If approved:

- Contact the childcare provider within 2 weeks to complete a quote form (if not already submitted)
- The Support Fund Team will send the Childcare Agreement to the provider
- Sign and return the agreement within 2 weeks

If declined:

Review the reason provided in the email from **childcarefunding@leedscitycollege.ac.uk**

Important Notes:

- Funding is not fully secured until the signed Childcare Agreement is returned
- Until both student and provider sign the agreement, the student remains responsible for their childcare costs