



Office use only	
Date Received:	
Application No:	

**2022/2023 - Financial Support for Childcare from 19+ LSF or Loans Bursary (LBF)**

This form should be completed in addition to your main 19+ LSF or Loans Bursary application. Support may only be given where the childcare provider is Ofsted registered. Childcare can be provided by child-minders, playgroups, nurseries, after school clubs or other Ofsted registered providers.

Please note:

- The weekly bursary contribution must be agreed by Head of Learner Services before we will pay any invoices or refunds. Retrospective charges may not be paid.
- Your childcare provider needs to send us a letter or email detailing days, times and weekly costs of the childcare required. In addition, they will need to sign as having read the provider information on this form.
- The agreed childcare costs will only be paid for term time attendance at college or timetabled home study days plus a reasonable amount of travelling time. Learner attendance at college will be checked before invoices are paid and should be a minimum of 90%.
- The college will not contribute towards the cost of deposits, bonds, food, trips, holiday care or other activities.

**To be completed by the learner:**

Learner's name:	
Learner ID no:	
Course:	

**Childcare provider's details**

Name of setting:	
Setting address:	
Setting phone no:	
Contact name:	
Ofsted registration no:	

**Child's details and weekly cost**

Please note that we only pay for course times and reasonable travelling time.

Child's first name	Age	Weekly cost after all discounts and EY funding deducted
		£
		£
<b>Total cost per week</b>		£

**Payment options**

Option	Tick one box
Boston College to pay childcare provider directly. Monthly invoices should be submitted in the provider's name, on headed invoices and in arrears to Bursary Office, Boston College.	
Parent to pay childcare provider in full and reclaim from college with receipt. Refunds will only be made at the percentage awarded and up to the maximum value awarded on production of a relevant receipt.	

**Data protection statement**

The College is a Data Controller in terms of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2016. The Learner Services Department follows College Policy in matters of Data Protection. The data requested in this form is covered by the notification provided by the College under the Data Protection Act and GDPR. Personal data will be used solely within the Learner Services Department for the purpose of determining whether you should receive assistance from the LSF/LBF. Your application form and any accompanying documents may be scanned and kept electronically for 7 years and then securely deleted. Paper copies of all documents may be destroyed through a confidential waste disposal system once scanned. Some of the information gathered in this form is required by the Education and Skills Funding Agency (ESFA). Information supplied will be anonymised and aggregated before it is sent to the ESFA. In addition, external auditors are obliged to certify that LSF/LBF funds have been allocated in accordance with ESFA Guidelines. As part of this process, auditors will wish to view a small sample of application forms. The data will not be passed to any other third party without your consent, except where the College is legally required to do so.

**Applicant declaration:**

- I have submitted a 19+ LSF or LBF application.
- I am responsible for finding appropriate childcare that is Ofsted registered.
- I will inform the childcare provider if I withdraw from my course and understand that the college will cease payment.
- I agree that Boston College can contact my childcare provider directly about issues associated with this application, invoicing and payments.
- I understand that the college will not cover costs for deposits, holidays, meals or other extras.
- I understand that the college will only pay a percentage of my childcare costs, up to £100 per week, and that I am responsible for all childcare fees.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by Bursary Office**

Full weekly cost after EY funding and discount from provider	£
From W/C.....to W/C.....	weeks
% to be paid by college	%
Maximum weekly amount to be paid by college	£
Total cost of college contribution	£
<b>Signed as approved by HoLS:</b>	
PO number	
Added to SPM	
Letter/email to learner date	
Letter/email to provider date	
<b>Sign as Bursary admin action complete:</b>	

Week commencing	Amount	Paid
5/9/22	-	
12/9/22	-	
19/9/22	-	
26/9/22	-	
3/10/22	-	
10/10/22	-	
17/10/22	-	
24/10/22	<u>HT</u>	
31/10/22		
7/11/22	-	
14/11/22	-	
21/11/22	-	
28/11/22	-	
5/12/22	-	
12/12/22	-	
19/12/22	<u>XMAS</u>	
26/12/22	<u>XMAS</u>	
2/1/23		
9/1/23	-	
16/1/23	-	
23/1/23	-	
30/1/23	-	

Week commencing	Amount	Paid
6/2/23	-	
13/2/23	<u>HT</u>	
20/2/23		
27/2/23	-	
6/3/23	-	
13/3/23	-	
20/3/23	-	
27/3/23	-	
3/4/23	<u>EASTER</u>	
10/4/23	<u>EASTER</u>	
17/4/23		
24/4/23	-	
1/5/23	-	
8/5/23	-	
15/5/23	-	
22/5/23	-	
29/5/23	<u>HT</u>	
5/6/23	-	
12/6/23	-	
19/6/23	-	
26/6/23	-	
	<u>SUMMER</u>	

Dear childcare provider,

We hope that the following information will help you understand how we, at Boston College, provide childcare fee support to our qualifying learners. We would be grateful if you would read the following information and sign the acknowledgement. We will not complete the processing of an application for childcare fee support until we have this so that we know you are informed in advance.

- We only provide support when the childcare setting is Ofsted registered and the college learner meets our qualifying criteria.
- We do not usually cover the entire fee but pay a percentage contribution, to a maximum of £100 per week.
- We do not support costs for meals, deposits, trips, bonds, college holidays or any other activities.
- The college learner remains liable for all costs associated with your provision of childcare; we make a supporting contribution on their behalf only.
- Your invoices should be addressed to Boston College and include the parent name and indicate that it is for the bursary childcare support contribution only.
- Parents' contribution should be invoiced to them separately please.
- Invoices to us should only cover the fixed level of weekly support notified to you in advance by us.
- As we need to check college attendance before any invoice is paid, we process invoices at the end of each month i.e. October's childcare provision invoice will be processed by us at the end of October. Please be aware that this can sometimes cause delays with payment.
- Alternatively, our learners can claim refunds from us if they pay you in full and provide an itemised receipt.
- If your fees increase, we will not usually change our contribution from that originally notified.
- Please clearly show "final invoice" on your final invoice to Boston College Bursary Office.

**What we need from you:**

- Please provide a headed letter detailing your Ofsted number, days, times and weekly cost of the childcare provision for each child, after any Early Years funding and discount has been deducted.
- Please include the bank details into which you would like us to make payment.

**What we will send to you:**

- We will advise both you and the college learner of a fixed level of weekly support. We cannot accept any invoice until this has been advised by us.
- We will send you a table showing a breakdown of the weeks and costs that we have agreed to pay. Please only invoice in line with this table.

**Childcare provider acknowledgement:**

I have read and understood all the information shown above

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Childcare setting: \_\_\_\_\_