

Office use only	Fund
Initial check complete - income / benefits evidence reviewed & input to PMS	Date
	Staff signature

Student Name	Student ID
---------------------	-------------------

College bursaries are government monies, administered by the College and are available to help support learners, particularly those who are economically or socially disadvantaged.

Please complete this application form if:

- You are aged 20 and over.
- You require help towards the cost of your childcare for your timetabled days in college.

Please note - If you are a young parent, under 20 years old and require help with childcare costs, do not complete this form. Instead Care to Learn is a scheme that may be able to help. For more information and to apply please visit www.gov.uk/care-to-learn

You may be eligible for help towards your childcare costs if:

- Your household income does not exceed our income threshold of £30,000- see income bands below.
- You meet the residency requirements. (Ask a member of staff in the Student Quarter for more information)
- You are enrolled on a government funded programme of education (EFA or SFA), excluding apprenticeships.
- **Please note** - if you are funding your course with an Advanced Learner Loan, your loan must have been approved before your application can be assessed. Any childcare expenses accrued whilst waiting for your loan to be approved (or in the event that you are declined for a loan) would be wholly payable by you, and the College accepts no responsibility for any such expenses.

Income threshold/Band	
Band A: Household Income of £16,190 or less	Band B: Household Income of £16,191 - £30,000
Proof of Income	
Income from Employment / Self Employment • Working Tax Credits / Child Tax Credits • Pension/Pension Credit • NASS Support • Income from Benefits (JSA/ESA/Income Support / Universal Credits) (See page 3 for full list of evidence required).	

How will it work? - If your childcare bursary application is approved the college will pay a contribution towards the cost of your weekly childcare costs. **PLEASE NOTE** we can only pay for childcare when you are timetabled to be in college. We will confirm our contributions via email to your College email account and to the email account provided by your Childcare Provider. Students can use the following types of provider - a Private Nursery, a Before and After School Club or a Childminder. The students chosen provider must be Ofsted registered and informal childcare e.g. childcare provided by a family member or friend, cannot be funded.

Oldham College Childcare Agreement - In addition to completing this form you must also complete a Childcare Agreement. There are sections on the agreement which must be completed by your Childcare Provider. We will not be able to make an assessment of your application until you have returned both the application form and the Childcare Agreement, both fully completed and signed with copies of supporting documents to show your household income.

How do we know the College will be fair? - Bursary Funds are used to provide financial help to students whose access to or completion of further education might be hindered by financial constraints. In doing so, the College will endeavour to raise participation and achievement levels of those groups of students considered most vulnerable to economic and social exclusion. The College shall take the necessary steps to ensure that the management and systems of financial control are such that the funds are used for the purposes for which it is intended and to comply with the terms and conditions attached to it. More specifically the funds will be managed to ensure fairness and equality, transparency and targeted to those in greatest need.

Equality and Diversity - Oldham College will promote the bursaries and take the necessary actions to ensure that all students access information and advice on financial help and enable students to apply. The College is committed to widening participation and providing assistance to those students who may need it. We will ensure all applicants are treated fairly according to their individual circumstances/needs.

Oldham College Privacy Notice for Application for Bursary funding - Oldham College is collecting this information from you for the purpose of bursary funding and administration and may update existing data, to fulfil our Public Task, Contractual and Legal Obligations. The information collected is stored in a secure, protected environment, not transmitted outside the EU and kept in line with the College Data Retention Schedule. This information may be accessed by College staff and its partners who will help us deliver our services. It may also be shared with government agencies, departments or their agents. You may have the right to withdraw your consent, make a complaint or make an enquiry about your information that we hold. To do so or gain further understanding of your rights please access the website www.oldham.ac.uk

Compliments and Complaints - Compliments and Complaints can be made via the Oldham College Website www.oldham.ac.uk or alternatively please call into Student Quarter and speak to a member of staff.

Disclaimer - All of the information in the guideline is accurate at the time of publication.

Student details

Student Name

Student Number

Date of Birth



Age on 31st August 2018

Email



Address



Mobile Phone Number



Personal information (Please tick where applicable)

Who do you live with?

- One Parent / Guardian
- Spouse / Partner
- Both Parents / Guardians
- Friends
- I live alone / I am a single parent
- In Care / Care Leaver (Local Authority letter required)

Additional Personal Details

- Are you an Asylum Seeker?
- Have you been approved for an EHCP (Education, Health and Care Plan)?

Details of your Child / Children who require childcare

- | | | | | | | | | | | | | |
|---------------|----------------------|---------------|----------------------|----------------------|---|----------------------|----------------------|---|----------------------|----------------------|-----|----------------------|
| 1. Child Name | <input type="text"/> | Date of Birth | <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | Age | <input type="text"/> |
| 2. Child Name | <input type="text"/> | Date of Birth | <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | Age | <input type="text"/> |
| 3. Child Name | <input type="text"/> | Date of Birth | <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | Age | <input type="text"/> |

Continue on a separate sheet if necessary

Name of Childcare Provider(s) Please provide details

Child 1

Name of private provider

Child 2

Name of private provider

Child 3

Name of private provider

Continue on a separate sheet if necessary

Household income details

We need to know the amount of income your household receives and from what source.

Aged 20 plus – we need details of your own personal income and/or income details for those who support you in the household in which you live.

Please place a tick against the income type you / your household receive. Please then tick to indicate if this is household income and / or your own personal income.

Income Type 	Evidence required	Household	My income
<input type="checkbox"/> Income from Employment/ Self Employment	 P60 2018 or Tax return 2018 or last 3 month's wage slips.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Working Tax Credits/ Child Tax Credits	 Most recent full Tax Credits Award Notice.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Income from Benefits JSA/ESA/Income Support	 Letter confirming details dated within the last 6 months.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Universal Credit	 Most recent Award Notification and a document showing your address (dated in the last 6 months) e.g. a household utility bill/bank statement.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pension/Pension Credit	 Letter confirming details dated within the last 6 months.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> NASS Support	 Proof of residency, payment card and recent receipt.	<input type="checkbox"/>	<input type="checkbox"/>

Office use only

Bursary terms, conditions and declaration

1. Bursary support is government monies administered by the College to assist students experiencing financial hardship.
2. Bursary support is not an entitlement and is not guaranteed. Funding is limited and offered on a first come first served basis. Applications will be individually assessed on their own merits in line with the eligibility criteria and the availability of funds.
3. Payments from the bursary shouldn't, but may affect your entitlement to claim other benefits (e.g. Income Support/ Universal Credit). It is your responsibility to declare any funds received to your benefits office. The College reserves the right to contact any relevant benefits agencies in order to clarify any information provided on this application form.
4. We will not be able to make an assessment on your application until you have returned both this application form and the Childcare Agreement both fully completed and signed with copies of supporting documents to show your household income. If your application is successful payments will be approved from the date we receive your fully completed application.
5. To guarantee payments starting in September, all documents listed in point 4 above must be submitted before the 29th June 2018. Applications submitted after this date may have their payments delayed. The outcome of your application, including how much the College is able to contribute, will be sent to your College email account.
6. If you are eligible for childcare support you should pay the agreed childcare costs to your childcare provider as soon as your provider requests this. Your childcare provider should invoice us for our contribution on a regular basis, please note invoices will be paid in arrears once the period of attendance has passed, (please refer to the confirmation letter received from us).
7. Some childcare providers still require payment during academic holidays, if this is the case, payment of your contribution (as per the confirmation letter received from us) will be required during the following weeks:

October Half Term	29.10.2018	(1 week)
Christmas & New Year	24.12.2018	(2 weeks)
February Half Term	18.02.2019	(1 week)
Easter	08.04.2019	(2 weeks)
May Half Term	27.05.2019	(1 week)

8. Students who choose to take holidays during term time will be responsible for paying the full childcare fees for that period. (Full childcare fees are student's weekly contributions and the College's weekly contributions from the bursary).
9. Students who withdraw from their course are required to give the appropriate notice to the childcare provider and inform the Bursary Team of their intention to withdraw. Failure to do this will result in a requirement for the student to pay full fees for the notice period. (This is usually 4 weeks) In addition to this the College reserves the right to request the return of all monies paid by us to the childcare provider.
10. Students wishing to change childcare provider must give the correct notice period to their existing childcare provider and must also inform the Bursary Team of their intention to change provider. Please note we cannot pay any fees to your new childcare provider until the notice period has passed with your existing provider (This is usually 4 weeks).
11. Support for extra sessions must be applied for in advance as without approval there is no guarantee that funding will be available and may need to be paid by the student. Requests should be submitted to **bursaryteam@oldham.ac.uk**
12. Students paying their course fees with an **Advanced Learner Loan** must have their loan approved before their bursary application can be assessed. Any childcare expenses accrued whilst waiting for their loan to be approved (or in the event that they are declined for a loan) are wholly payable by the student, and the College accepts no responsibility for any such expenses.
13. Student progression, performance, achievement and behaviour along with an excellent record of attendance will be reviewed on a regular basis. Where attendance falls below the expected level, students may have their funding reduced accordingly or withdrawn altogether, this includes payments for childcare to childcare providers.
14. If it is found that a student has given false or misleading information in support of this application, this could result in withdrawal, suspension or refusal of funding, disciplinary proceedings and the matter may also be referred to the Police for investigation.
15. Bursary Support is intended to help students overcome financial barriers to their education. If for any reason your application is declined, you can submit an appeal in writing providing reasons why we should reconsider your request. Appeals should be sent to **The Student Services Manager, Oldham College, Rochdale Road, Oldham, OL9 6AA.**
16. Students are required to inform us immediately of any change in circumstances (including course change) as this may affect eligibility for funding.

Declaration (Please tick to confirm your agreement and understanding)

- I confirm that I am eligible to study in the UK and have provided residency proof of this at enrolment.
- I understand that my information will be recorded and used for the purposes stated on page 1 under heading (**Oldham College Privacy Notice for Application for Bursary funding**) and without this I will not be able to claim bursary funding.
- I hereby declare that to the best of my knowledge and belief the information given in this form is true and accurate and understand that any false, inaccurate or misleading information could result in refusal or withdrawal of bursary funding.

Advanced Learner Loans Only

- I hereby declare I have applied for and have been approved for an Advanced Learner Loan from the Student Loans Company.

Signed

Date

 / /