

# EDUCATION AUTHORITY

## Application for Childcare Support 2020/2021 Academic Year for part time students

**THIS FORM SHOULD BE USED BY STUDENTS WHO ARE  
20 YEARS OF AGE ON OR BEFORE 1 SEPTEMBER 2020**

*(Students who have not reached their 20<sup>th</sup> birthday should apply to Care to Learn Scheme for help with childcare costs - ask at your College for details of this scheme)*

- You **must** be in attendance on a part time course
- You **must** use **registered or approved** childcare to receive a childcare grant
- Do not include the Government's free early years education in your claim
- A **separate** form is required for **each** childcare provider
- This form is in three parts. **Please complete Part A**, arrange for your **childcare provider to complete Part B and your college to complete Part C** before returning this form to the Education Authority.
- This form must be returned during Term 1 if you wish to claim childcare grant for Term 1. If the form is received after Term 1 the grant **WILL NOT** be backdated. This also applies to late claims for Term 2 and Term 3.

### PART A: STUDENT'S DETAILS

#### Section 1: Personal details

Full Name:

Address:


Date of Birth:

Student Reference No:

## Section 2: Details of Childcare Provision

**Please note:** You are not eligible to receive the Childcare Grant if the Childcare is provided by a registered or approved childcare provider who is:

- Your partner
- A relative of the child and providing care in the child's own home
- A relative of the child providing care away from the child's own home and is **only caring for children he or she is related to**.

A relative of the child means a parent, grandparent, aunt, uncle, brother or sister related by blood or marriage, or living arrangements.

Use the space below if you wish to give any additional information.

## Section 3: Declaration

- Information provided on this form is complete and accurate to the best of my knowledge.
- I understand that if I have given false information, I may be prosecuted and the financial help withdrawn.
- I will notify the EA immediately of any changes, or if I leave my course or defer my study.
- If childcare costs or requirements change or cease, I will inform the EA immediately.
- I hereby give authorisation for payments to be made directly to the childcare provider.
- I understand that the choice of childcare provider is my responsibility.
- I understand that any grant payable is subject to 80% or more attendance on the course.
- I understand that the childcare I have claimed for is in respect of time associated with my part time studies and confirm that I do not receive help for these childcare costs from Inland Revenue Tax Credits.

SIGNATURE:

DATE:

## PART B: REGISTERED OR APPROVED CHILDCARE PROVIDER'S DETAILS

**Must be completed by the registered or approved Childcare Provider.**

I confirm that I have agreed to provide childcare as shown below.

Please state what date childcare will commence:

Name of child(ren):

Date of Birth:

Is the child/children above related to you? Yes  No

If the child/children above are related to you, are you currently providing childcare for other children not related to you? Yes  No

*If you answer YES please enclose proof*

## PART B (continued)

Childminder's name:

Full address:

Postcode:  Telephone no:

Email address:

I am registered with:

*Attach a copy of current certificate of registration*

I am willing to care for the child(ren) named above at a cost of £  per day/per week.

Care will be provided on the following days (**only give costs for days relevant to course**):

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Hours					

What is the cost for holiday weeks? Please state below.

Christmas £  per week Easter £  per week

Summer £  per week (*Summer holidays are considered as June, July and August*)

*Please note: A higher fee will not be paid during holiday periods (i.e. Christmas, Easter, Summer).  
Summer retainer charges only applicable if student is on a two year course*

## CONDITIONS

- EA will not accept responsibility for any risks or accidents which may arise when a child is in the care of a registered childminder, nursery or other carer.
- EA will not accept responsibility for contractual arrangements with a registered childminder, nursery or other carer which may result in payment being due for a period when the applicant is not in receipt of a Further Education Grant.
- EA will not accept responsibility for any disputes between the childcare provider and the applicant.
- **EA will pay the childcare provider directly, by cheque and one month in arrears.**
- Childcare provider should notify EA immediately of any change in childcare provision, e.g. changes in amount charged, amount of hours, non attendance, etc.
- EA **will not** pay any fee charged as a result of early termination of the contract between the applicant and the childcare provider.
- If the childcare facility require the student to sign up to a specific number of days per week EA will only pay childcare for the days connected to the course.

I declare that the information given is correct and that I have read and agreed with the above conditions.

SIGNED:

DATE:

## PART C:

### To be completed by college

I confirm that the student named in Part A is undertaking the following course as a **Part Time** student.

Course name			
Course duration		What date in 2020/21 will course end?	
Which year of course will student enter in Sept 2020? Year 1, Year 2 (please state)			
Number of taught hours per week		Number of compulsory placement hours per week (please state)	
What hours will the student be in College/ placement? e.g. 9am - 2pm (please state)			

**NB: Payment of the childcare grant will only be considered for the time that a student is required to attend their course of study.**

Your name in full:

Your position:

Telephone number:

Email address:

Signature:  Date:

College Stamp

#### Privacy Notice

The Education Authority and the Department for the Economy are joint Data Controllers under the Data Protection Legislation. We hold information for the purposes specified in our notification to the Information Commissioner including determining eligibility for a Further Education grant, assessing the maximum amount of financial support available, payment of a Further Education grant and the detection and prevention of fraud, and may use this information for any of these. For further details about the way your information is used, who is responsible for it and the rights you have in connection with it, please refer to our full Privacy Notice available at [www.eani.org.uk/feapplication/privacynotice](http://www.eani.org.uk/feapplication/privacynotice).

If you don't have internet access, please call us on 028 8225 4546 and we can send a copy to you.

#### STUDENT CHECKLIST:

Before you return this form to the Education Authority, please check that you have

- Signed and dated this form
- Enclosed the 2020/2021 Inland Revenue Tax Credit Award Notice (TC602), or your Annual Review for year ended 5 April 2020, or your current Universal Credits notification.
- Arranged for your childcare provider to complete Part B of this form.
- Arranged for your college to complete Part C of this form.
- Enclosed a copy of your childcare provider's current certificate of registration.
- Enclosed your children's full birth certificates, i.e. long version (if not already supplied).

**This completed form should be returned to Education Authority, Further Education Section, 1 Hospital Road, Omagh, Co. Tyrone, BT79 0AW.**