

# 20+ Childcare Bursary Learner Support Funds 2023-24

## Are You Eligible?

Are you aged 20+ on the 31<sup>st</sup> August 2023?

Do you live in a household that has an income of less than **£32,300**?

Are you fully enrolled to an AEB funded course at Carlisle College **OR** do you have an Advanced Learner Loan to cover the cost of your fees during the 2023/24 academic year?

**Note: A student who is studying on a Community Funded course or a student who is mandated to attend their course by JCP is not eligible.**

## What Support Can We Offer You?

If you live in a household that has an income of up to £25,000 you may be eligible for the following:

- Childcare Support
- Travel Support
- Meal Support
- Equipment and Trip Support
- Laptop Support

If you live in a household that has an income of between £25,001 and £32,300 you may be eligible for the following:

- Childcare Support
- Travel Support
- Meal Support
- Equipment and Trip Support

For additional information and eligibility criteria, please see the *Finance Guide 2023/24* or visit <https://www.carlisle.ac.uk/StudentLife/StudentFinance>

## How Do I Apply?

You can apply from Monday 21<sup>st</sup> August. Please submit your fully completed application form, along with all required evidence, to Reception. Once your application has been assessed, the Learner Support Fund team will contact you via the email address you used at enrolment.

Read all questions carefully and ensure you provide all evidence that meets your household circumstances.

Any missing evidence will result in a delay to your application being processed.

Complete this application form using black or blue ink only.

## Student Details

Person Code ID:

Forename:

Surname:

Date of Birth:

Age on 31<sup>st</sup> August 2023:

Address:

Post Code:

Course Title:

Household:

*Do you live with (or are you financially dependent on Parent(s) or Partner, if yes please state their details below. You will need to provide household income evidence for the below. State N/A if you live alone.*

Name	Relationship (e.g Father/Mother/Partner)

Funding:

*If you are in receipt of an Advanced Learner Loan to cover the cost of your fees, please tick the box.*

*If you have been mandated to attend your course by Job Centre Plus, please tick the box.*

## Childcare Support

If you are the legal guardian of a child who requires childcare whilst you study, we may be able to offer funding towards the cost of your childcare.

If you receive government funded 15 or 30 hours childcare (NEG) you MUST use this in the first instance to cover your timetable. Carlisle College will provide funding for any additional hours outside of your grant. Where the nursery that you wish to use cannot provide a space for you to cover your timetabled hours, you must locate a nursery which can provide the NEG funded sessions to cover your timetable. Further information about 15 or 30 free hours childcare can be found here: <https://www.gov.uk/get-childcare>

Once you have provided information about your preferred childcare provider, we will communicate directly with them to see if they meet our criteria for funding. If they meet the criteria, we will advise them of the funding that we can provide directly to them.

If you have a partner please confirm why they are unable to look after your child(ren)

If a student, please provide your partner's Carlisle College ID Number, if studying at another institution, provide an official copy of their timetable.

Complete the following for each child that requires childcare, if you are currently pregnant and will require childcare support for this child please state 'newborn'.

If during the academic year, you do become pregnant, you must inform Learner Support Funds as soon as possible, as we will require confirmation from your school that there will be a place still available for you to return to.

Name of Child	Date of Birth	Eligible for 15 or 30 free hours childcare?		Provide Birth Certificate/Child Benefit Letter/Universal Credit statement showing your child's name.
		Yes	No	
		Yes	No	
		Yes	No	

**Childcare Provider** *The proposed childcare provider must complete this section.*

*This is an application for support, the student has not yet been awarded funding towards childcare. Once eligibility for funding has been confirmed, Carlisle College will email the childcare provider with further information.*

*The childcare provider must indicate whether they provide childcare 15 or 30 hours funded childcare, as the learner needs to use these hours to cover as much of their timetable as possible in the first instance.*

*If you have any questions, contact us on 0191 200 4455 or email [lsfcar@carlisle.ac.uk](mailto:lsfcar@carlisle.ac.uk)*

Childcare Provider Name:					
Ofsted Registration Number:					
Telephone:					
Email:					
Full Day Rate: £		Half Day Rate: £		Hourly Rate: £	
Name(s) of Child(ren)	1.		NEG	Yes	No
	2.		NEG	Yes	No
	3.		NEG	Yes	No

Additional Childcare Provider Name:					
Ofsted Registration Number:					
Telephone:					
Email:					
Full Day Rate: £		Half Day Rate: £		Hourly Rate: £	
Name(s) of Child(ren)	1.		NEG	Yes	No
	2.		NEG	Yes	No
	3.		NEG	Yes	No

## Qualifying Evidence

Select and provide the evidence that demonstrates your yearly household income. We may request further evidence to fit your household circumstances.

Household Income	Evidence Required	Select all that apply
Asylum Seeker	If you have provided your home office letter and IND card with curriculum admin at enrolment- you do not need to provide further evidence.	
Working Tax Credits	Provide a Tax Credit Award Notice dated 2023/24. <b>All Pages Required.</b> We can accept the renewal notice providing payments continue past August 2023.	
Universal Credit	Provide 3 most recent Universal Credit statements which must include • Names of all claimants • Address • Payment for the Month • Total Entitlement • Total Deductions • Take Home Pay even if £0 (Take Home Pay can be found by selecting the "Help and Support Section" under "Other support you may be able to get".)	
Income Support	Provide award letter dated within 1 year.	
DLA / PIP	Provide award letter dated within 1 year.	
Employment Support Allowance	Provide award letter dated within 1 year.	
Job Seekers Allowance	Provide award letter dated within 1 year.	
Guaranteed Element of Pension Credits	Provide award letter dated within 1 year.	
Self Employed	Provide a statement of accounts for the 2022/23 tax year from your accountant. This must be on letterhead paper, including a wet signature and stating your earnings before tax. Self assessment is not accepted.	
Household Income less than £32,300?	Provide 3 most recent payslips for all adults in the household. Where one adult is not working please provide latest 3 months of their bank statements	

## Data Protection:

All personal data processed by NCG is maintained in compliance with the requirements of the General Data Protection Regulation (GDPR) and The Data Protection Act 2018. NCG is registered with the Information Commissioner's Office as a provider of education and training. By submitting this form, you acknowledge that you have read and understand that your data will be processed in accordance with our privacy policy (unless you state otherwise) which can be accessed via this URL: <https://www.ncgrp.co.uk/media/t2cjs44v/ncg-data-protection-policy.pdf> For information regarding your rights under Data Protection legislation, please refer to the contact details in our privacy policy. **Tick the box to state that you are happy for NCG**

**to process your data in accordance with our privacy policy.**

## Terms and Conditions:

1. The 19+ AEB/ALL Bursary is funded by the Department of Education. We must retain evidence of your eligibility for audit purposes.
2. Students enrolled onto a community funded course are not eligible for this bursary. If we identify that the student is enrolled onto a community funded course we will cancel all support and request a refund from the student of any funds that they have received.
2. In order to access support, it is the responsibility of the student/parent(s)/partner to supply a completed and fully signed application form with all relevant supporting evidence, which demonstrates an accurate household income. The evidence requested enables Carlisle College to ensure that Learner Support Funds are following the guidelines set by the Department of Education, and therefore any evidence provided is open to audit. student/parent(s)/partner should be aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any support funds being recovered, in these circumstances those who have signed the declaration confirming that the household income evidence provided is accurate, could face prosecution.
3. In order to comply with funding regulations, Learner Support Funds hold the right to not accept an application until satisfied that the evidence and the household income assessment is accurate. Until the household can provide the evidence requested, the application will not be accepted and support may be delayed.
4. Students must achieve satisfactory attendance. Carlisle College will stop payments where students have been absent for a period of 4 continuous weeks or more.
5. Students must maintain a level of good behavior and behave in a way, which respects the needs and aspirations of others to learn, teach and live within the community of the College when using any of the College facilities.
6. All monies or support received must be used for the purpose intended. If the student is unsure of the purpose of support, please ask a Student Engagement Adviser.
7. Students must not allow others to access or use any part of their support.
8. Students must inform Learner Support Funds of any changes to their course and/or timetable. We need to ensure the correct support is in place i.e. days for travel & meals and equipment.
9. Where Learner Support Funds identify that a student has received an overpayment, for example, where there has been an electronic timetable change since the original assessment or a miscalculation of support has occurred, a recalculation of support will be undertaken and payments will be stopped so that any overpaid support can be recuperated. Maximum travel support is as follows; £4 per day for inside of Tyne and Wear and £6 per day for outside of Tyne and Wear. Travel support is calculated based upon timetabled days, the maximum overall amount is then split and spread across the academic year. Amounts will be paid to the student if they achieve 90% attendance for the attendance period. If you have not attended for 4 weeks, support will be stopped.
10. Students must only access their meal entitlement on the days that they are timetabled to study.
11. If the student has received course related equipment for the course in which they first enrolled, they may not receive additional course related costs for a second enrolment. Equipment funded by Learner Support Funds with a value of £100 or more, must be returned to the department at the end of your course.
12. If your course requires coursework outside of your lessons and you do not have access to a computer/laptop at home - you may be eligible to apply for a laptop from us. This must then be returned at the end of your study. Failure to return a laptop can result in charges.
13. If the student withdraws from their course they must inform Learner Support Funds immediately and ensure that they do the following:
  - 13.1 Refund such sums as may be determined by Learner Support Funds.
  - 13.2 Return the travel pass to Carlisle College. If the travel pass is not returned, Learner Support Funds will withhold Learner Support Funds in future academic years. (Travel passes MUST NOT be sent in the post.)
  - 13.3 All items purchased by the Learner Support Funds remain the property of the college and must be returned if learners do not complete their course.
  - 13.4 Payments are processed in accordance with a payment schedule. Students will not receive funding prior to the date stated on their payment schedule. The financial support, including travel and meal support is only valid between the course start and end dates. If the student finds that they need to come to college after the course end date, for revision sessions, re-sits etc., our financial support offer does not cover these scenarios and the student will be responsible for any costs associated with attending these sessions.
14. On submission of the application form, Carlisle College have the student's consent to provide the travel pass companies with information in order to provide travel support. We offer the most cost-effective method. We are unable to offer travel support based on student preference. A journey plan will be completed on assessment to determine which pass is awarded. If you do not agree with the travel provided, you have a right to appeal, on the basis there is a medical reason as to why a particular transport cannot be used. The Learner Support Funds Coordinator will contact you with the outcome of your appeal.
15. Learner Support Funds will maintain confidentially of all application.

16. Any misuse of funds or non-compliance with the terms and conditions will result in the removal of support in this academic year and the student will not be eligible to apply for support in future academic years.
17. Carlisle College do not accept responsibility for payments being processed to an incorrect account due to incorrect or unclear bank details being submitted. Where incorrect bank details are submitted, if we are unable to recover the payment, we will not provide another payment to compensate for the loss of the first.
18. Your paper bank details will be destroyed by the end of the academic year.
19. Learner Support Funds has the right to withhold support where a student does not meet the required attendance.

#### Childcare

1. You must use your Nursery Education Grant to cover your timetable, we will only provide funding for the additional hours outside of 15 or 30 free hours childcare grant. If you already have these free hours in place you must continue to use the same setting, or if you wish to use a different provider- use one that accommodates these hours and have them changed over.
2. Support will be provided to Ofsted registered childcare providers with an Ofsted rating of 'good' or 'outstanding'. If you use any childcare where the provider does not have this grade, you will be invoiced directly by that provider.
3. Carlisle College cannot provide childcare payments to a relative of either the learner or the child.
4. You must inform Learner Support Funds of any changes, example Timetable change, change of course, withdrawn from course etc. We need to be aware if you require additional childcare days for any changes. Please notify us in the first instance rather than the childcare provider.
5. If any additional support is used without authorisation, the student will be removed from the fund and will be required to pay any accumulated fees.
6. Carlisle College will only pay for childcare sessions according to your timetabled college days and placement. Any sessions used outside of your student timetable will not be paid for by Carlisle College and you will be invoiced directly by the childcare provider.
7. This fund does not cover the following: Settling in' sessions/Holiday periods/Private study time/Library time/Revision sessions/Catch up sessions/Breakfast, lunch, dinner charges (unless inclusive of fees)/Summer retainer fees/Sessions where a student has failed to attend an exam.
8. If you have an exam which falls outside of your timetable and require additional support, your tutor will need to send a confirmation email of your exam details to [lsfcar@carlisle.ac.uk](mailto:lsfcar@carlisle.ac.uk)
9. Funding will not be authorised until Learner Support Funds have confirmed support.
10. If you do not achieve satisfactory attendance for 4 weeks, support will be stopped.
11. If you choose to leave your course, or continue to use the childcare whilst absent from college and do not inform Learner Support Funds, we will pay the provider up until the last day of your college attendance and you will then be invoiced directly by your provider for any provision used after this date.
12. 4 weeks' notice is required if you decide to leave your course or require leave for maternity or holidays.
13. If your course finishes earlier than expected you must notify Learner Support Funds and the Childcare Provider immediately and provide the relevant notice period.
14. Carlisle College will only pay childcare fees if you adhere to the terms and conditions of the support. You will be liable for any fees that are incurred outside of the terms of support or fees that exceed the weekly allocation, this will be invoiced directly to yourself by the childcare provider.
15. Carlisle College will pay a maximum of £61 per full day and £38 per half day for 0-4 years and £20 per day for 4-12 years.
16. If during the academic year, you do become pregnant, you must inform Learner Support Funds as soon as possible, as we will require confirmation from your school that there will be a place still available for you to return to.

#### Declaration:

*In signing this form, you are confirming that you have read and agree to the terms and conditions.*

Student Signature:	Date:
--------------------	-------

## Bank Details

State your bank details **clearly** below.

We are unable to make payments to accounts where a roll number is a requirement.

Student Name:
---------------

Name of Bank:
---------------

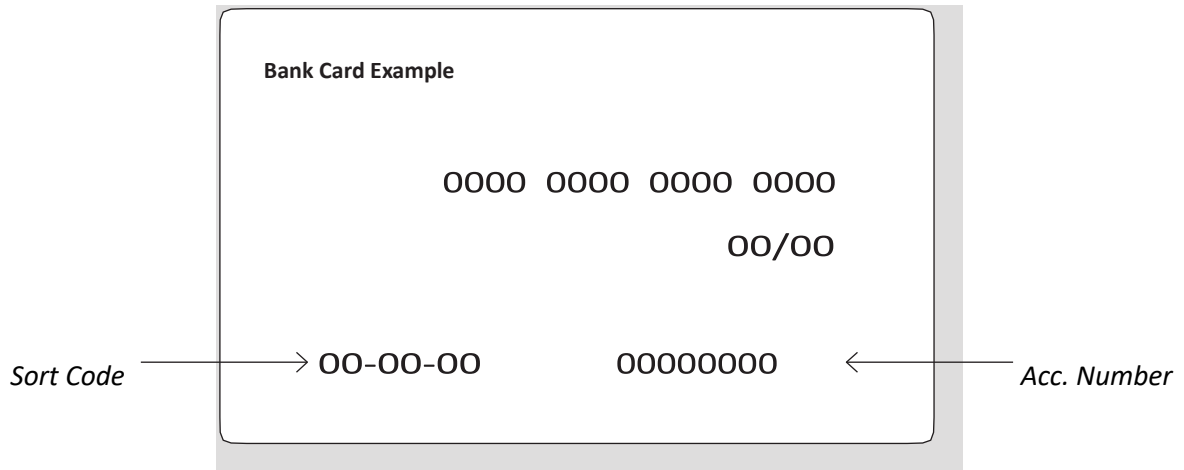
Sort Code (6 digits):					
-----------------------	--	--	--	--	--

Account Number (8 digits):							
----------------------------	--	--	--	--	--	--	--

### Third Party Declaration:

If you authorise Learner Support Funds to process payments into a Third-Party bank account; the third party must sign below.

Third Party Name:	Third Party Signature:
-------------------	------------------------



## Useful Info:

Contact Number: 0191 200 4455

Email: [lsfcar@carlisle.ac.uk](mailto:lsfcar@carlisle.ac.uk)

Website: [www.carlisle.ac.uk/StudentLife/StudentFinance](http://www.carlisle.ac.uk/StudentLife/StudentFinance)