

## FE & HE CHILDCARE FUNDS CONDITIONS OF AWARD

**These are the childcare funding terms and conditions of award. You must comply with them to receive your payments.**

1. Please be aware that your award is to assist you with the cost of registered childcare, and may not cover all costs charged by your provider. You should also access all other support available to you, such as free nursery places.
2. Payments are made fortnightly, 2 weeks in arrears, by BACs transfer to your childcare provider (please see the payment information in your award notice).
3. Your contract is between you and your childcare provider. No contract exists between the college and the provider, and the college will not mediate any contractual dispute between you and the childcare provider.
4. **Childcare funding can only be awarded for timetabled classes (where registers are kept), and compulsory placements. Self-directed study periods are not included (however practice periods may be included in exceptional circumstances).**
5. **The college cannot assist with the cost of nanny services. If you need to use a nanny service for health reasons, please contact us before booking your childcare.**
6. **If you have a spouse or partner who is unemployed or at home during your timetabled classes and able to care for the child(ren), we will not be able to award childcare provider costs for those periods**
7. Payments will only be made for College Holiday periods if this forms part of your childcare contract. Please note, out-of-school holiday clubs will not be paid during college holiday weeks. We cannot cover the cost of contracted childcare outside of the course start and end dates.
8. Some elements of weekly childcare fees cannot be covered – this includes, but is not limited to: refundable deposits, registration fees, annual joining fees, induction days, ‘on call’ fees, and situations where a school-term or longer-term contract is billed over the college weeks only. This means that your weekly award may not match the weekly rate being charged.
9. **If your award is less than your childcare provider’s full fees then it will be your responsibility to pay the balance. This includes any balances that arise as a result of a partial award, non-payment due to poor attendance, self-study days and any other non-timetabled provision, or overpayment (this list is not exhaustive).**
10. **It is your responsibility to provide your provider with any required notice of booking changes or termination in accordance with your contract. The college cannot pay any costs incurred as a result of you not meeting your provider’s notice period requirement.**
11. You must have positive engagement marks for 75% of timetabled hours each week to receive payment for that week (“positive engagement” means being present in class, or having some form of approved absence). If you do not, payment for that week will be withheld and you will be liable to pay the full amount to the provider.
12. You must make sure that you are familiar with the Student Attendance Policy. You will be told about this at induction, and can find out more from your Learning Development Tutor or Course Leader. If you are absent you must follow the procedure and complete the appropriate absence form.

13. **We may ask your provider to confirm the start date of the childcare place once the course has started. We will conduct spot checks of awards to ensure they continue to be correct. If your award is selected for checking, we will contact your provider directly for information. Your payments may be suspended or stopped completely if they fail to provide this.**
14. It is your responsibility to report to the Funding Team any change of circumstances which may affect the amount of funding you are eligible for. This includes changes to your timetable, provision days/times or rates. Changes to days and/or fees can be reported using the childcare Change of Provision form available from Student Services. You must also notify Student Funding immediately if you leave the course.
15. Where the college is satisfied that there has been an overpayment of childcare due to miscalculation, re-evaluation of eligibility, unsatisfactory progress or any other reason, any overpayment will be recovered by reducing subsequent instalments of your current award. If this is not possible your provider will be required to repay the amount identified. They may contact you directly regarding this.
16. When the college terminates an award it will do so from the last day of regular attendance. If an overpayment results your provider will be required to repay the amount identified. They may contact you directly regarding this.