



Further and Higher Education Childcare Fund Guidance 2021-22



USEFUL CONTACTS

Scottish Funding Council

97 Haymarket Terrace
Edinburgh
EH12 5HD
0131 313 6500
<http://www.sfc.ac.uk/>

If you have any queries about eligibility or implementation of the regulations presented in this guidance, please contact the SFC Student Support Team who will be able to advise you further.
studentsupport@sfc.ac.uk

Student Awards Agency Scotland

Saughton House
Broomhouse Drive
EDINBURGH
EH11 3UT
0300 555 0505
<http://www.saas.gov.uk/>

The Students Loans Company Ltd

100 Bothwell Street
GLASGOW
G2 7JD
Freephone 0845 0738891
<http://www.slc.co.uk/>

The Scottish Government

Student Financial Support Team
Atlantic Quay
150 Broomielaw
Glasgow
G2 8LU
<https://www.gov.scot/>

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INTRODUCTION

These notes provide guidance to assist managers in the operation of the College Childcare Funds, which have been allocated to them as part of the Scottish Funding Council (SFC)'s student support funding allocations for 2021-22.

Colleges should use these guidelines to assist them to devise suitable systems, for which they will be accountable, to undertake the receipt and disbursement of the Funds.

This guidance is aligned with the separate Higher Education Childcare Fund Guidance for the university sector, which is issued by SAAS.

ABOUT THE FUND

Changes for 2021-22

- Rules on eligibility on the basis of residency have been changed to reflect changes to the status of EU nationals.
- Any eligible students impacted financially by **COVID-19** remain on the list of priority groups.
- To provide colleges with flexibility during the COVID recovery phase, for 2021-22, colleges can use unspent Childcare funds to supplement both FE and HE Discretionary Funds.
- The guidance relating to evidence required from students has been simplified, also to give colleges flexibility during the COVID recovery phase.

Purpose of the College Childcare Funds

The College Childcare Funds sit alongside the FE and HE Discretionary Funds and are available to all **eligible** FE and HE students with childcare responsibilities. The funds provide assistance with the cost of **formal registered childcare expenses**. They do not place limits on the amounts individuals can access and gives institutions the flexibility to determine award levels themselves.

However, it should be remembered that both FE and HE **eligible** lone parent students are **entitled** to a payment of **up to a maximum of £1,215 per year*** from the Childcare Funds and it is the institutions' responsibility to ensure that there are always funds available to make these payments to lone parents from the childcare funds.

*** These payments will be assessed taking account of other payments made for childcare costs from other sources.**

The College childcare funds have two elements, they are:

- **The Lone Parents Childcare Grant (LPCG) element** which will be an entitlement payment of **up to £1,215 per year** to all **eligible** further and higher education students who are lone parents and who have formal registered childcare expenses while studying. **The LPCG is not income assessed.**

And

- **The Discretionary Childcare Funds** which all students may apply to for financial help with formal registered childcare expenses. Payments from the Discretionary Childcare funds will be made at the discretion of institutions and based on an assessment of need.

The College Childcare Funds will continue to sit alongside the Further Education Discretionary Fund and Higher Education Discretionary Fund. Separate [FE Discretionary Fund guidance](#) has been issued by SFC. SAAS will issue a guidance document for the HE Discretionary Fund and HE Childcare Funds in universities.

Distributing body of Fund by Student Type

	Discretionary Fund	Childcare Fund	Lone Parent Childcare grant (LPCG)
College FE Student	SFC (FE Discretionary Fund)	SFC (combined HE/FE Childcare Fund)	SFC (combined HE/FE Childcare Fund)
College HE Student	SAAS (HE Discretionary Fund)	SFC (combined HE/FE Childcare Fund)	SFC (combined HE/FE Childcare Fund)
University Student	SAAS (HE Discretionary Fund)	SAAS (HE Childcare Fund)	SAAS (HE Childcare Fund)

Discretionary Childcare Funding in Colleges

All eligible FE and HE students attending college courses will be able to apply for help for registered childcare costs from the College Childcare Funds, at the discretion of their college.

Lone parent students will also be able to apply for **additional** help with registered childcare costs (over and above the Lone Parents Childcare Grant) from the College Childcare funds, at the discretion of their college.

Students who have accessed the Childcare Funds will continue to be able to access support from the main Discretionary funds, as well as the Childcare Funds, at the discretion of their college.

ELIGIBILITY

Eligibility Table

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Ordinary Residence

EU Nationals

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Other Support

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Tuition Fee Loan

Other Childcare Support available to students with childcare costs. – Scottish Domiciled Students

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ELIGIBILITY TABLE

Eligible to apply:	The College Childcare Funds (FE and HE Students)	The University HE Childcare Funds
<u>Domicile/residence</u>	Is UK domiciled and meets residency criteria set out in the Education (Access Funds) (Scotland) Determination 2021.	Is UK domiciled and meets residency criteria set out in the Education (Access Funds) (Scotland) Determination 2021.
<u>Eligible Courses</u>	Must be attending a SFC-fundable course and must be a fundable student. An explanation of 'fundable' may be found in SFC's Credit Guidance . HE students must be attending full-time courses.	Must be attending an eligible full-time course of study, as defined by SAAS. This includes postgraduate courses that qualify for tuition fee loan funding from SAAS.
<u>Other Criteria</u>	Colleges must ensure that they take account of the Regulations of Care (Scotland) Act 2001 and all childcare regulations when using the CCF to cover students' childcare costs.	Must have used some entitlement of all other available support such as student loan. HE lone parents should also have claimed the Lone Parents Grant from SAAS and have claimed Child Tax Credits and free nursery places etc., as provided by their local authority. Students must meet the eligibility criteria for tuition fees to be eligible for assistance from the Childcare Fund, apart from the Lone Parent Childcare Grant element.

Eligible to apply:	The College Childcare Funds (FE and HE Students)	The University HE Childcare Funds
Age	Must be past compulsory school leaving age	Must be past compulsory school leaving age
Other Support	Students should have taken out any full free childcare entitlement available from the government and child tax credits, if applicable.	Must be paying registered childcare costs.
Priority Groups	Mature students, lone parents, part-time students, care-experienced students, student carers, estranged students (where it would not negatively impact on their ability to claim, or continue to be entitled to, income related benefits), students impacted financially by Covid-19.	Mature students, lone parents, care-experienced students, student carers, estranged students (Where it would not negatively impact on their ability to claim, or continue to be entitled to, income related benefits), students impacted financially by COVID-19.

RESIDENCE

Ordinary Residence

To be eligible to apply for support from the College Childcare Funds, students must meet the following conditions:

- Ordinarily resident in the United Kingdom, the Channel Islands or the Isle of Man for the three years immediately before the relevant date (the first day of the first academic year of the course). If a student falls short of being ordinarily resident in the UK and Islands for the three year qualifying period, even by one day, they will not be eligible to apply for support under the normal residence conditions, AND
- Students who are not UK nationals must have 'settled status' in the UK (as set out in the Immigration Act 1971) on the relevant date, AND
- Ordinarily resident in Scotland on the relevant date. Students whose main purpose in coming to live in Scotland is to receive full-time education, who would have otherwise been living elsewhere, are not considered to be ordinarily resident in Scotland.

EU nationals

EU nationals (or their family members) are eligible to apply for support from the College Childcare Funds, provided they meet the following conditions:

- Ordinarily resident in Scotland on the first day of the first academic year of the course, AND
- Ordinarily resident in the UK and Islands throughout the immediately preceding three year period (provided that if that residence has been wholly or mainly for the purpose of receiving full time education, the person was ordinarily resident in the EEA or Switzerland immediately before the 3 year period), AND
- Student should have settled or pre-settled status.

People Granted Discretionary Leave as a Victim of Modern Slavery

Students who have been granted Discretionary leave due to being identified as a victim of modern slavery are eligible to apply for support from the College Childcare Funds provided they meet the following conditions:

- Granted Discretionary Leave to Remain in the UK due to being identified as a victim of modern slavery including human trafficking, slavery, servitude and forced or compulsory labour, AND
- Ordinarily resident in the UK since they were granted this status, AND
- Ordinarily resident in Scotland on the relevant date.

Forces Personnel

Under the temporary non-resident arrangements, forces personnel are treated as being resident in the country in which they were ordinarily resident before they “signed up/enlisted”. If they are ordinarily resident in Scotland but are serving overseas, they would also be eligible. Family members of serving forces personnel are also considered eligible in the country in which the serving forces personnel was ordinarily resident before they signed up/enlisted.

Other Residency Exceptions

If a student is not eligible for support under the general residence conditions, they may still be eligible to apply to the Childcare Funds for support under one of the exceptions to the ordinary residence conditions. Detailed information about the exceptions to our residency criteria can be found at [SAAS Residency conditions](#) and in the FE/HE Residency Guide, an updated version of which will be published in due course. If you need further clarification on residency eligibility, please contact the SFC Student Support Team.

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AGE

Students entering FE and HE courses before they have reached their official school leaving date are not eligible to apply for support from the Childcare Funds.

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ENGAGEMENT

Colleges must be satisfied that students are undertaking an appropriate course of education and that their engagement / participation and progression is satisfactory and in line with any other national or local guidance on this issue.

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PREVIOUS STUDY RULE/LINK TO TUITION FEE ELIGIBILITY

HE students must meet the eligibility criteria for tuition fees to be eligible for assistance from the Childcare Funds. However, colleges can still award the Lone Parent Childcare Grant element to eligible students who are not receiving tuition fee support due to previous study rules.

There are no previous study rules that would impact an FE student’s eligibility for assistance from the Childcare Funds.

OTHER SUPPORT

FE Bursary Funds

Students on FE courses can apply for FE Bursary Funds. This is for full-time students and is means tested depending on age, family circumstances and income. Students must have applied for any FE bursary to which they are entitled before receiving help from the Childcare Fund.

HE Maintenance Bursary and Loan

Student loans are an integral part of the system of HE student support. Students who are eligible for a maintenance student loan are, of course, free to decide whether to take out a loan and, if so, how much to borrow.

However, a student must have taken out, or applied for, any living cost loan and/or bursary to which they are entitled before receiving help from the Childcare Fund. Institutions should contact SAAS if they are unsure whether a student has applied for any SAAS living cost support, including loans.

Tuition Fee Loan

HE students do not have to take out the tuition fee loan, in order to apply to the Childcare Fund (for example, the course may attract a fee from SFC). However, colleges should consider why someone had not taken out the tuition fee loan, and whether that decision was impacting on their request for Childcare support.

For example, if a student chose to pay their own fees and not take out a tuition fee loan; does that impact on their need to cover childcare costs from elsewhere?

Other Childcare Support available to students with childcare costs – Scottish Domiciled Students Only

Type of Support	Description	Further Information
Tax Credits.	<p>Her Majesty's Revenue and Customs (HMRC) will pay Child Tax Credit to those responsible for at least one child, whether or not they are in paid work.</p> <p>Students who are working or have a partner who is working may be eligible for Working Tax Credit. Where both members of a couple work at least 16 hours per week, Working Tax Credit can include help with registered childcare costs.</p> <p>Universal credit will replace Tax Credits over the next few years. Universal credit can help with childcare costs for people in work, and provides financial support for parent students who have a low income.</p>	<p>Further information on Tax Credits is available at https://www.gov.uk/benefits-credits/tax-credits or by calling 0345 300 3900</p>

Type of Support	Description	Further Information
Free School Meals	Students who are in receipt of Child Tax Credit or some other benefits may also be eligible for free school meals.	Students should contact their own local authority for more information
Lone Parent Grant	HE Students who are widowed, divorced, separated or single with at least one dependent child are eligible for the Lone Parent Grant from SAAS. Institutions should ensure that HE students have claimed their full entitlement of Lone Parent Grant from SAAS when assessing any need for support through the Childcare Funds.	Further Information can be found at Living Costs Grants - Student Carers - SAAS

ASSESSMENTS

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Lone Parent Childcare Grant

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HOW NEEDS ARE ASSESSED

A balanced and proportionate approach should be taken when considering each application in regards to evidence submitted/assessed. However, it remains at the discretion of each institution as to what evidence is permitted.

In addition to their application a student **may** provide:

- Proof of accommodation costs
- A recent bank statement
- Details of their weekly income/expenditure
- Any other information you feel is relevant to assessing hardship

It is for colleges to decide what evidence is required in order to verify the information provided by the student. However, in the interests of prudence and value for money, they should examine a random sample of cases to compare estimated expenditure with actual expenditure incurred. Students should therefore be informed that they may be asked to provide proof of actual expenditure later in the year. Institutions must remember, however, that payments from the Childcare Funds should only be made when the student has applied for their full maintenance student support and supplementary grant entitlement (if eligible).

Factors for consideration in the assessment of need

- Whether the claimed deficit between income and expenditure constitutes real need and cannot reasonably be reduced to a manageable level by the student.
- Whether the payment should be in instalments or in the form of a short term repayable cash advance and the frequency with which payments to individuals should be made and entitlement reviewed.
- The availability of support from alternative sources, e.g. bursaries, assistance from SAAS, assistance from another UK funding body (for students from England, Wales and Northern Ireland) or DWP Benefits.
- The circumstances of students and types of need prevalent locally and any existing local schemes for improving access.
- In considering requests for support from the Funds from students who have temporarily suspended their studies through illness or who may be experiencing difficulty in finding a placement in industry as an essential part of their course, institutions should first check whether the student continues to be registered as a student. They should also take into account the prospect of the student resuming his or her course and the availability of support from other sources

Lone Parent Childcare Grant

Lone parent students who have to pay all or part of the cost for registered or formal childcare can receive up to **£1,215** a year, depending on the cost of childcare, from their college childcare fund. "Formal" childcare includes child-minders, after-school clubs and providers of day-care and education. (If full childcare costs are paid from other sources a student should **not** apply for this grant.)

The Lone Parents Childcare Grant is not income assessed but a student must provide evidence that they are a lone parent with registered or formal childcare expenses and details of funding for childcare from any other sources. *Please see [Annex A](#) for a suggested form that you may find useful for this purpose.*

Students might also provide:

- A copy of the front page of their tax credit award and the relevant page which shows they have made a claim as an individual.
- A copy of a letter from the Department for Work and Pensions which shows that they receive benefit as a lone parent.
- Details of their childcare provider and confirmation of how much they pay.

If lone parents have childcare costs in excess of the maximum LPCG, they can also apply for additional help with childcare costs from the discretionary element of the Childcare Funds. In such cases, lone parents should be assessed for the discretionary element of Childcare Funding in the same way as other students.

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ADVICE TO STUDENTS

Colleges may receive enquiries about assistance from the College Childcare Funds before courses actually start. Those administering these funds may advise prospective eligible students of the amount which they will receive on starting their course, especially lone parents' entitlement to the LPCG.

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FINANCIAL PROCESSES

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[Appeals, Applications and Decision-Making Process](#)

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Administration

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DISBURSEMENT AND PAYMENT AMOUNTS

Assistance from the College Childcare Funds may be given in the form of a direct payment to the student or to a nominated third party, for example, a childcare provider.

When institutions choose to make direct payments to students they must ensure that students use the money for its intended purpose. It is up to individual institution to decide how best to monitor this proof. For example, the college may request receipts to show that the money has been passed to their childcare provider. Institutions should make it clear to students that they must use the money to pay their childcare provider.

There is no limit to the amount an institution can award each student from the Childcare Funds. However, institutions should remember to retain enough funds to help as many student parents as possible and to ensure that there are always enough funds to pay the LPCG to eligible students.

Childcare costs will only be met to cover the time a student is studying. For example, if a student is expected to participate in study at college for only three days, colleges should not cover costs of nursery provision for five days.

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TREATMENT OF FUNDS BY INSTITUTIONS

Appeals, Applications and Decision-Making Process

Institutions should have an appeals procedure in place for cases where students have applied unsuccessfully for help from the Childcare Funds. This procedure should be clear and students should be informed of their right to appeal. It will be for each college to resolve any appeals internally with individual students about the award of a payment from the funds.

Colleges should have a transparent application and decision-making process. Again it will be for each institution to ensure that they have their own arrangements in place.

Publicity

Institutions are responsible for publicising the availability of these funds to their students.

Department of Work and Pensions (DWP) treatment of Childcare Fund payments

Payments from the Childcare Funds should be disregarded by DWP as long as they awarded to reimburse students for a specific cost and are not intended for general living costs, and do not, therefore, duplicate provision from the benefits system.

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ADMINISTRATION

Allocation and payment of funds

Colleges were notified of their allocations of student support funds as part of the [Funding Announcement for 2021-22](#). Colleges can draw down these funds monthly as required.

Transfer and carry forward of funds

Colleges can use their Student Support funds across FE Bursary, FE Discretionary and FE/HE Childcare as they see fit. They are encouraged to do so to enable them to effectively meet the needs of their students and their community. When using childcare funds to meet shortfalls in bursary funds, this must meet the conditions of the bursary policy in full.

Colleges cannot use Childcare funds for students who are not eligible. Colleges should also ensure that they have met the childcare needs of students who are already being supported at the college before considering using these funds for bursary purposes.

Colleges were not previously permitted to transfer funding from their joint FE/HE Childcare Fund to their HE Discretionary Fund. However, in order to provide colleges with maximum flexibility during the COVID recovery phase, for 2021-22, colleges who have fully met student demand for Childcare Funds in the coming year and have remaining Childcare Funds which are not required, can use unspent Childcare funds to supplement HE Discretionary Funds. Colleges should contact the SFC Student Support Team (studentsupport@sfc.ac.uk) to request a transfer from the Childcare Fund to the HE Discretionary Fund.

Any unspent Childcare Funds will be subject to recovery under the SFC recovery of funding rules, along with other student support funds.

Colleges will be required to report spend on childcare funds for FE and HE separately and any funds transferred should be recorded as spend under FE or HE Childcare Funds in the college audited student support return.

Colleges must account for their total spend on each fund, including transferred money, in their audited data returns. Colleges cannot carry forward any unspent Childcare Funds into the following academic year.

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LONE PARENTS CHILDCARE GRANT- HIGHER EDUCATION STUDENTS- Q + A

What are the differences between the Lone Parents Childcare Grant (LPCG) and the Lone Parents Grant (LPG)?

The LPCG and the LPG are two different sources of funding for lone parents. The table below summarises the differences in the grants, with further information included in this Q + A.

Grant	Non/Income Assessed	Administered By	How Much	Who Can be Assisted
Lone Parents Childcare Grant (LPCG)	Non-Income Assessed	College (Childcare Fund provided by SFC)	Up to £1,215	Lone parent students on both FE and HE courses who have to pay all or part of the cost for registered or formal childcare
Lone Parents Grant (LPG)	Income Assessed	SAAS (part of student's original funding application)	Up to £1,305	Students on HE courses who are single, widowed, divorced, separated or whose civil partnership has dissolved, and who have at least one dependent child (including children they act as carer for).

Will lone parent HE students still have to apply to SAAS for the LPG before they can be considered for the LPCG?

Yes, funding managers should ask that lone parent HE students apply to SAAS for their LPG **before** they can be assessed for the LPCG and other funding for childcare.

What is classed as 'Registered Childcare'?

Childcare providers must be registered with the Care Inspectorate. Individual child minders must also be registered but nannies do not have to. However, the Childcare Fund can be used by students who use nannies that are recruited through agencies that are registered with the Care Inspectorate.

Is this extra information we need to obtain from the student?

In previous years, funding managers had to ensure that lone parent students had applied to SAAS for LPG before being considered for discretionary childcare funding. Now, they need only ensure the student is a lone parent. This could include evidence of their LPG award from SAAS. **However, please remember that even if a lone parent student has not received LPG, perhaps because they were means tested 'out' of receipt, they are still eligible to apply for LPCG.**

Isn't this extra work for funding managers?

Funding managers have always had to assess a student's eligibility for childcare funding and every institution has its own method of assessment. Lone parents should not be income assessed on the first £1,215 (LPCG element) of funding they may be eligible to receive to help them with childcare expenses. But, if a lone parent applies for funding, over and above the LPCG maximum, they should be assessed in line with your institution's policy in order to establish eligibility for help from the discretionary element of Childcare Funds.

Will every HE LPCG student receive a payment of £1,215 towards their childcare expenses?

No, it depends how much a lone parent student is paying for formal registered childcare and how much help they are receiving from other sources. For example, if a full time HE lone parent student has to pay for after school care for a child, totalling £1,200 during term time, and the student is not receiving help from other sources then the student would only be entitled to a LPCG of £1,200. Another lone parent student may be paying £3,000 for a registered child minder who looks after their child during term time. The student is not receiving help from elsewhere but is only entitled to the maximum LPCG of £1,215. They can, however, apply for additional help from the discretionary element of Childcare Funds.

What are the eligibility criteria for the LPCG?

Please see eligibility table above.

In higher education, a student must be attending an eligible full time course of study. They should have claimed the LPG from SAAS and have claimed Child Tax Credits and free nursery places etc. as provided by their local authority. Lone Parent students need **not** meet the eligibility criteria for tuition fees to be eligible to apply for the LPCG. That is, a student who is not receiving tuition fee support due to previous study rules can still apply for the LPCG **but they would not be eligible to apply for further funding from the childcare funds.**

There are no previous study rules that would have an effect on a FE student's eligibility for assistance from the Childcare Funds.

Will there be extra funding to help us pay HE students the LPCG?

The LPCG budget for higher education students attending college is included in SFC's core funding allocations, which include HE and FE Childcare Funds.

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ALLOCATIONS AND METHODOLOGY Q + A

What are the allocations of HE and FE Childcare Funds to colleges based on?

The allocations are based on colleges' historical shares of student support funding. Where a college's pattern of student demand has changed from previous years, the college will have the opportunity to request additional funding, if they need it, through the annual in-year redistribution process for student support

We have money left over from last year – what can we do with it?

Institutions cannot carry forward any of their previous year's allocation. Unused funds should be returned as part of the annual in-year redistribution process for student support.

Can I move money from my FE Childcare Funds to my HE Childcare Funds?

Yes. There is no distinction between FE and HE childcare funding allocations to colleges – the funds are allocated collectively as one Childcare Fund.

Can I move money from my FE and HE Childcare Funds to my Bursary or Discretionary Funds?

The following only applies where colleges have fully met student demand for Childcare Funds in the coming year and have remaining Childcare Funds which are not required:

Colleges with Childcare Funds which are not required can use these to supplement the FE Bursary funds or FE Discretionary funds, if this better meets student demand.

Colleges were not previously permitted to transfer funding from their joint FE/HE Childcare Fund to their HE Discretionary Fund. However, in order to provide colleges with maximum flexibility during the COVID recovery phase, for 2021-22, colleges can use unspent Childcare funds to supplement HE Discretionary Funds. Colleges should contact the SFC Student Support Team (studentsupport@sfc.ac.uk) to request a transfer from the Childcare Fund to the HE Discretionary Fund.

GENERAL Q + A

Why pool the FE and HE Childcare funds in the college sector?

Demand for student support funds varies between colleges and between years, depending on students' circumstances. Pooling all available Childcare resources in colleges means that any excess in one fund can support the other, therefore benefitting more students.

Can part-time HE students apply for help from the Childcare Fund?

No, part-time HE students cannot access the Childcare Funds. However, they can apply to the main HE Discretionary Fund for help with childcare costs.

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Annex A – Application for Lone Parent’s Childcare Grant

If you have more than one childcare provider, you must fill in a separate form for each of them. Please therefore make the relevant number of copies of this form. Please also use black ink to fill in the form.

Section A: Your personal details

Name:	SAAS/College reference number: «students ref no»
Date of birth:	Your National Insurance No:
College:	

Section B: To be filled in by the student

Please give us details of the registered or formal childcare costs you expect to pay during the period 1 August 2021 to 31 July 2022. If your course begins in January or April, the 12 month period we need information for will begin on 1 January and 1 April respectively. The childcare provider you use must be registered with the Care Inspectorate in Scotland and must provide their registration number in the box provided. We will not pay for informal childcare, for example, a friend or relative. **Please note that we regularly ask childcare providers to confirm that your child/children is/are registered with them. You must advise us immediately if you change childcare provider or of any change in your circumstances that may affect your entitlement to this grant. If we have paid you more than you are entitled to, we will ask you to pay this back. If you make a false claim, we will seek prosecution.**

We cannot help you with your childcare costs if you are getting them paid in full from another source. We will take the payment you expect to receive from other sources from your childcare costs for the year. If you expect to receive a payment from your local authority for pre-school education, you should tell us how much you expect this to be, even if you are still waiting to claim this back from the authority.

Childcare costs for the year: Please enter the total cost of registered or formal childcare that you expect to pay.	£
Childcare costs you expect to receive from other sources: Please enter the total childcare costs you expect to receive from other sources.	£
Total childcare costs: Please enter the total childcare costs for one childcare provider, less what you expect to receive from other sources.	£

Details of children	
Children’s Full name	Date of Birth

Section C: To be filled in by your childcare provider

I confirm that I have agreed to provide childcare to the named child/children above and I will advise you immediately of any change to this. (Please note that it would be helpful if you could keep a record of when the above child/children are in your care and the cost of this care, as we may ask you for this information sometime in the future).

Name, address and telephone number of registered (or approved) childcare provider:

Name or Company Name

Address.....

Telephone number

My Care Inspectorate registration number is	C	S	2	0	N	N	N	N	N	N	N	N	N
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Manager or Proprietor’s
Name:.....**Signature:**.....**Date:**.....