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|  | **Childcare Funding Application Form**  **2023-24** |
| **For students aged 20+ including those in receipt of an Advanced Learner Loan (AdLL)** | |

**You will need to complete this form to apply for financial support with childcare costs from the Student Support Funds. If you have already applied for a bus pass, bursary or free meals we will need additional information from you to assess your application for Childcare support.**

**Once you have completed this form please return it to Student Administration together with a photocopy of all the required evidence. If you have any queries, please contact Student Administration at** [**ssfunds@blackpool.ac.uk**](mailto:ssfunds@blackpool.ac.uk)

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| **Student Personal Details** | | | | | | | | | | | |
| **Last Name** |  | | | | | | | **Forename(s)** |  | | |
| **Title** | **Mr** |  | **Miss** |  | **Mrs** |  |  | **Date of Birth** |  |  |  |
| **Ms** |  | **Dr** |  | **Other** |  | | **Student ID** |  | | |

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| **Post Code** |  | **House No** |  |

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| **Childcare Funding Information** |

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| **Please give details of each child you require childcare funding for and if your child is in receipt of the 2, 3 or 4 year old NEG grant:** | | | | | |
| **Child’s Full Name** | **Child’s Date of Birth** | **NEG Funding** | | | |
|  |  | **Yes** |  | **No** |  |
|  |  | **Yes** |  | **No** |  |
|  |  | **Yes** |  | **No** |  |
|  |  | **Yes** |  | **No** |  |

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| **Please provide photocopies of ALL of the following evidence so that we can fully assess your application** | **Attached** |
| **Benefit Evidence: See table below for guidance**  *If you have already supplied this for a bursary, bus pass and/or free meal application you do not need to provide it again* |  |
| **Childs birth certificate OR passport** |  |
| **Childcare provider form (available from Student Admin)** |  |
| **Child benefit letter or recent bank statement** |  |
| **Childcare provider pricing structure** |  |

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| **Table of Benefit / Income Support Evidence Required** | |
| **Benefit or Income Type** | **Please supply your most recent evidence which must be dated from March 2023 onwards** |
| Income Support | All pages of the relevant letter stating in receipt of the benefit dated from March 2023 |
| Job Seeker's Allowance: **income based only** |
| Employment & Support Allowance: **income related only** |
| Pension Credit: **guaranteed only** |
| Universal Credit: **annual household income below £30,810** | 1 x recent full Universal Credit statement |
| Housing Benefit | All pages of the relevant letter stating in receipt of the benefit dated from March 2023 |
| Council Tax Benefit: **NOT single person 25% discount** |
| Working Tax *or* Child Tax Credit: **income less than £30,810 per annum** | Notice letter for current financial year (**not** annual review)  ***or*** Annual Review and and last P60 showing income below threshold |
| Support under part VI of the Immigration and Asylum Act 1999 | Evidence of status in the UK and receiving support |
| Household income less than **£30,810 per annum**  *If you are aged 19 and dependent on parents/carers provide their evidence*  *If you are 20+ provide your evidence* | Most recent P60(s) and;  joint household: If one person is not employed then provide three months recent bank statements *or*  single household: council tax statement with single person 25% discount |

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| **PRIVACY NOTICE - How we use your data**  The data captured on this form is needed to   * locate your record on our database * assess your eligibility for financial support from the Student Support Funds and confirm whether you can receive a financial award (whether that be actual payments or another type of support e.g. bus pass or free meals) whilst you study with us and meet the conditions of any support awarded * if awarded support, to make payments for that award * if awarded childcare financial support, confirm with your chosen childcare provider your childcare award eligibility, attendance and agreed payment schedule * assess any further financial support you may be eligible for * create accurate financial support details to prepare the funding returns we have to send to the government or funding bodies operating on its behalf   We store the information for funding, audit and inspection purposes and to verify your identity should you need a reference or copy of a certificate at a later date. We share the information with the government and with agencies operating on their behalf in order to deliver and fund your education.  This information is required for us to carry out our function as an educational organisation. Therefore we do not ask your consent to process your data in these ways. However, if you have any concerns or questions about how we use your personal data, please contact the Data Protection Office at [datarequest@blackpool.ac.uk](mailto:datarequest@blackpool.ac.uk). If you are unhappy with the response, you can escalate your complaint by contacting the Information Commissioner at <https://ico.org.uk/concerns/> or on 0303 123 1113 |

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| **Declaration** | | | |
| **I confirm that:**   1. The information and evidence I have provided on this form is correct and true to the best of my knowledge 2. B&FC can process my personal data contained in the form and my Learning Agreement in order to assess my eligibility for financial support 3. I am a UK/EU national, have been ‘ordinarily resident’ within the UK and Islands for 3 years, immediately before the start of my course 4. I have read and understand the terms and conditions explained in the Financial Support Policy [www.blackpool.ac.uk/fees-and-finance-adult-learners](http://www.blackpool.ac.uk/fees-and-finance-adult-learners) 5. I have not applied to any other organisation (e.g. a local authority) for any financial support that the College may award from student support funds 6. The Student Support Fund is available to provide financial support for students with a specific financial hardship preventing them from taking part/continuing in learning.   **I understand that:**   * Financial support is for my course related expenses and should be used for travel to and from College, work placements or volunteering opportunities. It can also be used for books, stationery or childcare and aims to remove those barriers * I may be committing an offence if I fail to disclose any information that may affect my application * I understand that giving false information will automatically disqualify my application and I may be liable to repay any monies obtained and this could lead to a disciplinary * If I leave my course early, the College may ask me to return any money that has been given to me from the above fund * Should demand for funds exceed the College’s allocation, payments may be reduced or cease * It may be required to share information with my academic area and / or support staff for monitoring, attendance checks and to prevent fraud. * Any funding I may receive is dependent upon satisfactory attendance and should my attendance be unsatisfactory, or in the event of unexplained absences or my withdrawal from the course, funding may cease * Any funding allocated is for the 2023/24 academic year only. New applications must be made each academic year | | | |
| **Student Signature:** |  | **Date:** |  |

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| **STUDENT SUPPORT FUND ADMIN USE ONLY** |

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| **Admin Notes:** |