

## CHILDCARE FACTSHEET

### Background

The College childcare fund is available to eligible students who have a child dependent on them who need help to cover the cost of formal registered childcare. Priority is given to lone parents and couples on low incomes as evidenced by Working Tax Credits and Universal Credits. Our budget is limited so it is important to apply as early as possible.

If granted, childcare providers are paid directly by the College on the payment dates detailed on your award letter and on MyCity. The Childcare Fund payments are paid monthly in arrears and awards cover term time only and do not include college holiday weeks.

Childcare providers must be registered with the government on the Care Inspectorate website and provide their valid Childcare Registration Number to be eligible for funding.

The childcare fund does not cover:

- Deposits
- Payments for notice periods
- Duplicate funding (ie where covered by Working Tax Credits/Universal Credits or Government – Funded Free hours (pre-school funding)).

### Provision Needed?

Students can request one of three options when applying for funding. Please make your choice clear when completing the FORM A with provider details and costs so that we can award the correct amount.

- Timetabled hours only
- 5 day provision for the College year
- 5 day provision for the first 4 weeks of College (Because your timetable is not confirmed to allow you to book a place with a provider), then revert to timetabled hours only

### Full-Time Student (SCQF Level 6 and below) NQ/NC/SGA/Access etc

Must be eligible for bursary support, even if it is only course material or travel expenses support. To apply for the Childcare Fund there will be a Childcare Application tab beside the Bursary Application tab on your online funding account. Sign back in as a “Returning User” if you have already made your bursary application or click “Activate Now” if you have not yet set up your funding account for this year.

### Full-Time HNC/HND/Degree Students (SCQF 7 and above)

To be eligible for support from this fund you must have

- applied for the maximum possible support from SAAS,
- you must also be eligible for Tuition Fee support from SAAS (with the exception of Lone Parents who can receive a maximum of £1215 even without SAAS paying tuition fees).
- Lone Parents must have applied for the Lone Parent Grant from SAAS.

### Part-Time HNC and above (SCQF 7 and above)

Unfortunately you are not eligible to apply for help from the Childcare Fund however you can apply to the Discretionary Fund for help with childcare costs. Please email the Student Advisors at [studentadvisors@cityofglasgowcollege.ac.uk](mailto:studentadvisors@cityofglasgowcollege.ac.uk) for link to apply for the Discretionary Fund.

### Part-Time below HNC (SCQF 6 and below)

Daytime part time students are able to apply for help from the Childcare Fund to cover formal childcare costs please contact Student Funding by emailing: [studentfunding@cityofglasgowcollege.ac.uk](mailto:studentfunding@cityofglasgowcollege.ac.uk) and mention Childcare Application in the email header to be sent an email invitation for the online Childcare Fund Application form.

### ESOL Students

Students on part-time ESOL courses at the college are able to apply to the fund to cover either the mornings or afternoons that they are attending college depending upon eligibility. Please contact us by emailing: [studentfunding@cityofglasgowcollege.ac.uk](mailto:studentfunding@cityofglasgowcollege.ac.uk) and mention Childcare Application in the email header.

### Documents Required

Your application cannot be progressed without all of the necessary confirmation documentation, this is a list of the typical documents you will be asked to upload to your application:

- Your ID – Birth Certificate/Passport/Biometric Residency Card
- Child[ren] Full Birth Certificate (not abbreviated/short certificate)
- Child Benefit Letter [both sides of the page]
- Current Tax Credit Award Notice [all pages of the document]
- Confirmation of Universal Credit Payment [screenshots showing your details and full breakdown of payment amounts]
- Council Tax Statement 2022/23
- Form A – detailing cost and details of childcare provider
- SAAS Award Letter [for HNC/HND/Degree/BA students]

APPENDIX A

**Example of Universal Credit Payment Screenshots**

11:43 pm 100%  
universal-credit.service.gov.uk

**Universal Credit** Jane Doe : Sign out

**BETA**  
This is a new service - your feedback will help us to improve it.

[Home](#) [To-do list](#) [Journal](#)

## Payments [Print this statement](#)

Jane Doe  
21 Thistle Street, GLASGOW, G5 9XB  
Assessment period: 19 November to 18 December 2020

Your payment this month is

# £1,262

This will be paid by 8pm on 25  
December 2020

**What you're entitled to**

11:43 pm 100%  
universal-credit.service.gov.uk

<b>Standard allowance</b>	£409.89
You get a standard amount each month. You said you're single	
<b>Housing</b>	£403.19
You said your rent is £377.24 per month, and you pay £25.95 in service charges.	
You will have to pay your housing to your landlord.	
<b>Children</b>	£517.08
You get support for 2 children	
<b>Total entitlement before deductions</b>	<b>£1,330.16</b>

## What we take off (deductions)

<b>Advance Payments</b>	- £67.67
We take £67.67 off your payment to pay back your advances.	

# Payments

YOUR NAME

YOUR ADDRESS

Assessment period: 19 July to 18 August 2020

Your payment this month is

**£1000**

This will be paid by 8pm on 25 August 2020

## What you're entitled to

<b>Standard allowance</b>	£409.89
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You get a standard amount each month. You said you're single

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<b>Housing</b>	£415.20
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You said your rent is £388.68 per month, and you pay £26.52 in service charges.

We can pay your landlord £415.20 towards your housing.

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<b>Children</b>	£517.08
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You get support for 2 children

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<b>Total entitlement before deductions</b>	<b>£1,342.17</b>
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## What we take off (deductions)

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<b>Payment to your landlord</b>	- £415.20
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We currently pay this to your landlord towards your rent.

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<b>Total deductions</b>	<b>- £415.20</b>
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Your total payment for this month is

**£926.97**

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## **If your circumstances change**

You must immediately [report changes in your circumstances](#) that could affect your Universal Credit payments.

## **Help and support**

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[If you think we've made a mistake or want to appeal](#)

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[Other support you may be able to get](#)

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