



Childcare Bursary Information and Agreement

This document sets out the terms of support offered to the student studying at Cambridge Regional College in relation to the childcare element of the 19+, Advanced Learning Loan and Higher Education bursary.

What support the childcare bursary offers

Students who are aged 20 and over, and have been assessed as eligible for the 19+, Advanced Learning Loan or Higher Education bursary can request funds that cover all, or some of, their childcare costs while attending college. Cambridge Regional College can support with childcare providing the below is met.

- I. The provider is Ofsted registered
- II. The student provides all additional documents relating to the childcare bursary element- Child(rens) birth certificates, the providers childcare contract
- III. The cost for each child does not exceed £160 per week for those on the 19+ or Advanced Learning Loan bursary and up to £500 per term for those on the Higher Education bursary
- IV. The childcare provided is for college term time only
- V. The childcare funds provided are for the time, plus travel time for drop off and pickup of the child, of the college day the student is timetabled to be in college

The bursary **will not** offer support with registration fees, food, pick up's or childcare over the holidays.

Childcare is paid in arrears directly to the provider on a monthly basis on receipt of invoices. *No exceptions will be made.*

Terms of support- student

Cambridge Regional College will pay childcare funds when the below conditions are met by the student.

- I. Attendance will be monitored and must be at least 90% including English and Maths (where applicable) each calendar month
- II. All students must comply with the Student Regulations as shown in the Student Handbook
- III. Failure to comply with the Terms above may result in payments being delayed, withheld, stopped or paid at a percentage of the invoiced amount. In this instance the student becomes responsible for the full or part payment of the invoiced amount(s) from the childcare provider.

Terms of support- childcare provider

Cambridge Regional College ask for the below from the childcare providers in order to support the student with the childcare payments.

- I. The childcare provider completes and returns the following required information; New Supplier Set Up (bank details), Ofsted Registration Details, Childcare Support days, times and costs sent directly to them via email following the student providing the college with the childcare provider details. The provider will return completed forms to financialsupport@camre.ac.uk
- II. The provider invoices the college directly by email to financialsupport@camre.ac.uk at the end of each month for the childcare to be paid in arrears.
- III. The invoices contain and clearly details **only** the days, times/sessions and amounts that the College is supporting the student/child with the costs of.
- IV. Invoices contain the child's and/or parent's name.

It is not the responsibility of Cambridge Regional College to follow up on outstanding New Supplier Set Up (bank details), Ofsted Registration Details, Childcare Support days, times and costs.

It is not the responsibility of Cambridge Regional College to request invoices for childcare costs on a monthly basis.

Invoices must be received by 12noon on a Monday in order to be processed on the College's payment run that week*. Invoices received after that time may not be processed until the next available payment run.

Invoices not sent on a monthly basis may result in non-payment.

Invoices not sent to and received by the college by the end of July relating the current academic year will not be paid by the college, with the student becoming responsible for the invoice costs.

**In the event that the College is not able to undertake a payment run that week, the payment will be on the next available payment run and childcare providers will be notified.*

Flow Chart

Student applies for the college bursary (19+ Discretionary, Advanced Learning Loan or Higher Education Bursary) via Pay My Student the College's online bursary portal.

Student must include name(s) and date of birth of the child(ren) they would like childcare support for. Student must provide the child(rens) birth certificate in the bursary application along with the financial evidence requested.



Student Advice assess the bursary application once all required evidence is received.

If the application is approved for bursary support, an email will be sent to the student to notify them. The application status will be updated to 'Approved-Awaiting Questionnaire Signature'. An additional childcare questionnaire will be generated that the student must complete via their online Pay My Student bursary portal account. The student will need to complete a questionnaire per child and per provider and ensure they provide (by uploading) the childcare contract they have with the childcare provider which outlines their terms and conditions.

The childcare element of the bursary cannot be processed without the questionnaire being completed by the student.



Once the student has completed the childcare questionnaire with the childcare provider details for each child they are requesting support for, Student Advice will contact the childcare provider(s).

This contact will be via email to the email address provided by the student. The email will include a 'New Supplier Set up-Bank Details' form and a 'Childcare Bursary Information and Agreement'. The provider is required to complete **all sections**, including the days, time and cost of support breakdown, returning this via email as directed in the documents.

The childcare element of the bursary cannot be processed or paid without the New Supplier set up and Childcare Bursary Information and Agreement being completed and returned to the college by the childcare provider.

Student Advice will update the application status to 'Approved- Awaiting Childcare Forms'



Once the childcare provider has returned the forms outlined in the step above, and Senior Student Advisor is satisfied with the information provided, the childcare element of the bursary will be approved.

Student Advice will update the application status to 'Approved'

The childcare provider must invoice financialsupport@camre.ac.uk on a monthly basis, with invoices being paid in arrears. All payment information is outlined in the documents sent to the childcare provider and available to the student in Childcare Bursary Terms and Conditions.