

Application Number

# CF1 Form



All sections of this form must be completed to finalise your application for childcare funding. You **MUST** return this form to the Student Hub along with the correct evidence.

**Please complete your details below**

**Student Name:**  
 .....

**ID No.**

Documents Required	Date seen	Received by
Birth Certificate(s)		
Nursery Price list		

Paget Road

Wellington Road

Metro One

Your Course Title: .....

Is your course: Full Time  Part Time  Number of days in College

Please enter your child's / children's details below and provide **Birth Certificate** for each child:

Student Name	Date of Birth	Age

**To be completed by Nursery/Childcare provider – Price list MUST also be provided with this form.**

Name: ..... **Reg No:** .....

Address: .....

..... Postcode: .....

Manager's Name: ..... Contact No: .....

**COST of childcare per session Per Week:**  **Nursery Ofsted Rating:**

**Please be advised that the College will not be financially responsible for any additional costs incurred whilst funding student childcare (e.g. meals and trips etc)**

All invoices **MUST** be submitted to the college by the **28<sup>th</sup> of each month**. Confirmation of this will be in our confirmation of funding letter which will be posted to you once funding has been agreed.

**Nursery Manager's signature:** .....

**Childcare Funding  
Student Terms and Conditions  
(Office Copy)**



I understand that the City of Wolverhampton College will only pay for my childcare during my timetabled hours in college (plus half an hour's travel each side if applicable). Half retainers will be paid during college holidays periods.

I understand that any additional funding for childcare which I receive e.g. free nursery education for 3-4 year olds/ terrific for twos should be used firstly before any funding received from the college.

I understand that the contract exists between my childcare provider and myself, and that City of Wolverhampton College will pay the childcare provider on my behalf. I must adhere to the regulations, terms and conditions of my childcare provider and any abuse or misuse of the childcare provider's service or the college's childcare funding procedures will result in the cancellation of my funding.

It is my responsibility to inform the Student Hub AND my childcare provider of any changes in my timetable, or any times I use my childcare provider's services. If I fail to do so and incur charges as a result, I am personally liable for the payment of these charges.

I understand that I am eligible to receive childcare funding as arranged by City of Wolverhampton College per child per year. If my childcare bill exceeds the amount awarded, I will be personally liable for the difference. Any grant funding/childcare voucher received must be used towards my childcare costs.

I understand that this funding is dependent on my attendance, achievement and behaviour at college and on the availability of funds. If my attendance falls below 80% my childcare funding may be cancelled. Similarly, if my level of achievement or my behaviour becomes unacceptable, my funding will be cancelled.

I understand that my attendance will be regularly monitored via the colleges register system.

The college will advise my provider of the end of the childcare award. It is my responsibility to give appropriate notice to the childcare provider and the Student Hub of any absence or withdrawal from the course. I understand that any charges resulting from failure to give appropriate notice to either will render and additional fees my responsibility.

If I should leave or change my childcare provider any charges incurred will be my responsibility except in exceptional circumstances where evidence will be required.

I understand that regular checks will be carried out to ensure that I am using my childcare provider at the specific times and that I am adhering to the terms and conditions of my childcare providers' service.

I understand that if I withdraw from my course, any notice period payable to the childcare provider will be my responsibility.

**You must NOT begin to use a childcare provider until you have had your childcare funding confirmed in writing by the college. If you make use of childcare services without completing the appropriate paperwork and having your application awarded, all cost will be your responsibility.**

**Student Name (Please Print):** .....

**Student Signature:** ..... **Date:** .....

Childcare Funding  
Student Terms and Conditions



STUDENT COPY

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