

## Joint Committee on Childcare for Students

### **CENTRAL CHILDCARE BURSARY SCHEME** **APPLICATIONS 2018/2019**

The Joint Committee on Childcare for Students operates the Central Childcare Bursary Scheme, which offers financial assistance to **EU and overseas** student parents with **Ofsted-registered** childcare costs. There are bursaries available to help with pre-school and out-of-school childcare costs.

Home students with dependant children are eligible to apply for the University Childcare Support Fund. For more information please visit <https://www.childcare.admin.cam.ac.uk/supportwithchildcarecosts/university-childcare-support-fund-formerly-university-childcare-hardship>.

See overleaf for further information and guidance. Please **RETAIN** this outer cover for information.

#### **Eligibility**

Funding for the Childcare Bursary Scheme is derived through College contribution. All colleges participate in the scheme.

#### **Pre-school Childcare Bursaries** (for children up to five years)

The pre-school bursaries are available to help with fees at any confirmed Ofsted-registered childcare provider, including the University Nurseries at West Cambridge and Eddington. See inside the back cover for guidance on Ofsted registration.

#### **After-school/Holiday Playschemes** (for school-age children four years and over)

After-school bursaries help with the costs of any confirmed Ofsted-registered after-school and holiday facilities, including the University's Holiday Playscheme. See inside the back cover for guidance on Ofsted registration.

#### **Further Information**

##### **General Rules**

The Central Childcare Bursary Scheme can offer limited financial assistance to EU and overseas student parents towards confirmed Ofsted-registered childcare costs (see the section on Ofsted Registration for guidance) and NOT with the general expenses of bringing up a child. All applicants are expected to have made reasonable and realistic provisions for dependant children, as evidenced in their Financial Guarantee to the University, and to have applied for all grants, benefits, allowances or other forms of support to which they are entitled. Where applicants have clearly not done so, the award of a bursary may not be appropriate. The scheme is intended for students in exceptional, unforeseen financial difficulty, rather than as a core source of support for childcare costs. If an applicant's partner/spouse is neither working nor studying, it is assumed that they will be responsible for childcare and a bursary would not ordinarily be awarded unless there are exceptional personal circumstances.

EU and overseas students or their partners may be entitled to certain welfare benefits, such as Child Benefit and tax credits, depending on their residency and, if applicable, immigration status in the UK.

##### ***Data protection***

*The personal information about your family circumstances that you provide on this form will be used for the purpose of assessing against the Childcare Bursary criteria. It will be treated in strictest confidence and will only be disclosed to staff of the University and your College, if appropriate. For more information about how we handle your personal information, and your rights under data protection legislation, please see <https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data>.*

Students subject to UK immigration control are not normally entitled to claim benefits and trying to do so could be a breach of visa conditions. See the UK Government website at [www.gov.uk](http://www.gov.uk) for further information.

**Students on Fieldwork:** In some circumstances, it may be possible for students who are required to undertake fieldwork away from Cambridge as part of their course to claim for childcare costs. The Childcare Committee will consider each case on its individual merits.

You are strongly urged to discuss your application in the first instance with your College Tutor who will be required to comment on and sign your application.

### **When To Apply**

Applications for the 2018-19 academic year will be accepted until 1st September 2019 or until the funds are exhausted, whichever is sooner. The Joint Committee on Childcare for Students anticipates that most of the available funding will have been distributed by Easter Term 2019. If your application is successful, the award you receive is intended to last for the entire academic year, while you are an active student and you are using childcare. **Students can only apply more than once in one academic year if their circumstances have changed significantly.** The Childcare Committee will take into account exceptional circumstances and if you feel your case should be considered, you should apply.

### **Assessing Your Application**

Childcare bursaries are means-tested and awarded according to guidelines and a points system drawn up by the Joint Committee on Childcare for Students, which compares annual income and expenditure with Ofsted-registered childcare costs.

The Committee is also willing to take into account students with exceptional course demands or family circumstances, such as financial difficulties, illness or death, or size of the family. You should detail all information on the form that you would like the Committee to take into account when assessing your application. If necessary, attach an extra sheet. Please note that it may be necessary for the childcare provider to be contacted to clarify certain details on the application.

Awards are currently up to a maximum of **£5400** per year.

### **How to Complete the Form**

Please answer all questions truthfully and fully with as much detail as possible. Print clearly or tick boxes as appropriate. **You must attach documentation, including relevant and most recent invoices, from the Ofsted-registered childcare provider detailing the secured place or places, including the child's name, costs, booking pattern and the start dates.** Return this form to your College Tutor for checking. Your Tutor may ask to see supporting documents before signing the declaration. A supporting statement from your Tutor can make all the difference in the Committee's decision to award a bursary.

**Completed forms** should be returned by your Tutor/College to: The Secretary, Joint Committee on Childcare for Students, Childcare Office, 21 Trumpington Street, Cambridge CB2 1QA.

*(continued on back pages)*

# CENTRAL CHILDCARE BURSARY SCHEME – APPLICATION FORM 2018/19

## 1. PERSONAL DETAILS

University Student Number: \_\_\_\_\_ Surname: \_\_\_\_\_

Title: \_\_\_\_\_ First Names: \_\_\_\_\_ Nationality: \_\_\_\_\_

Email: \_\_\_\_\_ Date of arrival in UK (dd/mm/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_

College: \_\_\_\_\_ Current course (BA, PhD, etc): \_\_\_\_\_ Subject: \_\_\_\_\_

Start date of current course (dd/mm/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_ Expected end date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Year of study \_\_\_\_\_

I am: *(tick all that apply)*

Undergraduate  Graduate  EU  Overseas

Studying full-time  Studying part-time

Is your partner with you in Cambridge? Yes  No  I am single

Partner/spouse's full name: \_\_\_\_\_ Nationality: \_\_\_\_\_

Partner/spouse is:

working full-time  working part-time  a student  unemployed   
 (no. of hrs per week)

Have you / your partner (*delete as appropriate*) received a Childcare Bursary before? Yes / No

If 'Yes', give details: Amount received £ \_\_\_\_\_ Date of award (dd/mm/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_

## 2. DETAILS OF YOUR HOUSEHOLD INCOME PER YEAR

### 2.1 Income for Maintenance

Source of income	Applicant per year	Applicant's Partner per year
Grants/Scholarships/Sponsorship*	£	£
Family/Friends	£	£
Net Earnings, after deductions for tax and NI (include earnings from supervising, demonstrating or other part-time employment)	£	£
<b>TOTAL</b>	£	£

\*If you have a grant, give the name of the grant-awarding body, sponsor, or institution guaranteeing income: \_\_\_\_\_

### 2.2 Family's Welfare Benefits/Tax Credits

Child Benefit	£	per week/per month ( <i>delete as appropriate</i> )
Income Support	£	per week/per month
Housing Benefit	£	per week/per month
Child and Working Tax Credits	£	per week/per month
Other benefit	£	per week/per month
<b>TOTAL</b>	£	<b>per week/per month</b>

### 2.3 Loans

Total amount of any loans: Applicant £ \_\_\_\_\_ per year    Applicant's Partner £ \_\_\_\_\_ per year

Please include any further loan details: \_\_\_\_\_

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### 2.4 Total Savings or Capital

Please detail any savings or capital, indicating how much you expect to spend in this academic year:

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### 2.5 Describe any additional income, including from capital investments, trusts or subletting:

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2.6 If you are a self-financed student, do you pay fees from the income detailed above?    Yes / No

2.7 If you pay fees from this income, how much do you pay?    University fees: £ \_\_\_\_\_ per year  
College fees:    £ \_\_\_\_\_ per year

(PLEASE NOTE: It is very important fees are completed accurately for assessment purposes)

2.8 If your partner is a student, which Institution and College do they attend? \_\_\_\_\_

Have they applied for childcare funds from their institution?    Yes / No

If 'Yes', what award is received/expected for the year? £ \_\_\_\_\_ If 'No', explain circumstances:

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2.9 Have you and your partner applied for all loans/grants for which you are eligible?    Yes / No

If 'No', please explain the circumstances: \_\_\_\_\_

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### 3. DETAILS OF CHILDCARE COSTS

How many dependant children are living with you?

I am applying for assistance with: **pre-school childcare**  (0-five years)    **out-of-school childcare**  (four years +) *(please tick)*

*Please show details for each of your children separately. Your childcare costs may be different at different times of the school/academic year; please show costs as fully as possible. Attach an additional sheet if necessary.*

**1<sup>st</sup> Child Name:** \_\_\_\_\_ **Date of birth (dd/mm/yy):** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Age:** \_\_\_\_\_

Type of childcare (e.g. nursery, childminder)	Name of childcare provider (include OFSTED No.)	Childcare start & expected end date	hours/ week	weeks/ year	Annual cost
					£
					£

**Total 1<sup>st</sup> Child: £** \_\_\_\_\_

**2<sup>nd</sup> Child Name:** \_\_\_\_\_ **Date of birth (dd/mm/yy):** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Age:** \_\_\_\_\_

Type of childcare (e.g. nursery, childminder)	Name of childcare provider (include OFSTED No.)	Childcare start & expected end date	hours/ week	weeks/ year	Annual cost
					£
					£

**Total 2<sup>nd</sup> Child: £** \_\_\_\_\_

**3<sup>rd</sup> Child Name:** \_\_\_\_\_ **Date of birth (dd/mm/yy):** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Age:** \_\_\_\_\_

Type of childcare (e.g. nursery, childminder)	Name of childcare provider (include OFSTED No.)	Childcare start & expected end date	hours/ week	weeks/ year	Annual cost
					£
					£

**Total 3<sup>rd</sup> Child: £** \_\_\_\_\_

**CHILDCARE COSTS GRAND TOTAL: £** \_\_\_\_\_

#### **4. DETAILS OF OTHER EXPENDITURE PER MONTH**

*Please provide details of any other major monthly outgoings/commitments for you and your family.*

	<b>Per month</b>
<b>Rent/mortgage payments</b>	£
<b>Household bills</b> (e.g. council tax, electricity, gas, telephone, internet)	£
<b>Living costs</b> (e.g. groceries, clothing, baby supplies)	£
<b>Loan Repayments</b> (if applicable)	£
<b>Transport costs in the UK</b>	£
<b>Fieldwork costs</b> (if applicable)	£

Please give details of any other expenditure that you would wish to be taken into consideration; e.g. special course, loan or debt repayments. **Costs incurred relocating to the UK or travel costs home will not usually be considered by the Committee unless there are exceptional circumstances.**

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## 5. OTHER INFORMATION

Please provide any further information that you believe to be relevant to your application. Are there any special circumstances that you wish to be taken into account in support of your application? (These might include special demands of your course, special needs of your children or other family circumstances). **If you are overrunning, include details of when you expect to submit.** Attach an additional sheet if necessary.

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## 6. DECLARATION

I have attached documentation that confirms I have secured Ofsted-registered childcare place/s.   
Your Tutor may ask to add supporting documents before signing the declaration.

**I confirm that the information I have given is correct and reflects my financial circumstances.**

Signed: \_\_\_\_\_ Date (dd/mm/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_

**All applications must be supported by a Tutor's signature.**

## 7. TUTOR'S SECTION

The Committee would greatly appreciate any comments you are able to make in support of this application. On the assumption that the student's resources were understood, at the time of acceptance, to be sufficient to meet fees and expenses (including those of dependants) for the duration of the proposed course, the Committee attaches considerable importance to the College's comments on the reason why this is no longer the case. Please also indicate the extent of any **College financial support** given or promised during this academic year and any explanations for an applicant who is overrunning.

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**I confirm that the information given is correct and complete to the best of my knowledge.**

Tutor's name (Block capitals): \_\_\_\_\_

Signed: \_\_\_\_\_ Date (dd/mm/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Completed forms should be returned by the Tutor/College to: The Secretary, Joint Committee on Childcare for Students, Childcare Office, 21 Trumpington Street, Cambridge CB2 1QA.

### **Data protection**

The personal information about your family circumstances that you provide on this form will be used for the purpose of assessing against the Childcare Bursary criteria. It will be treated in strictest confidence and will only be disclosed to staff of the University and your College, if appropriate. For more information about how we handle your personal information, and your rights under data protection legislation, please see

<https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data>.

## **Ofsted Registration**

The Committee usually only awards bursaries to students who are paying for Ofsted-registered childcare. Ofsted, the Government's Office for Standards in Education, Children's Services and Skills, inspects and regulates childcare facilities. Many childcare providers are required to register with Ofsted. Ofsted registration is split into the Ofsted Early Years Register and the Ofsted Childcare Register, which has compulsory and voluntary parts. Childcare providers that care for children from birth to five years must follow the Early Years Foundation Stage framework and join the Early Years Register. This includes nurseries, childminders and any out-of-school clubs and playschemes that care for younger children. Childcare providers that care for children under eight but older than five must join the compulsory part of the Childcare Register.

Some providers are not required to register but can opt to join the voluntary part of the Childcare Register. This includes settings that care for children aged eight and over, providers of short-term care, or carers who work in the child's own home such as nannies. These providers are considered Ofsted-registered for the purposes of the Central Childcare Bursary Scheme.

Ofsted also inspects state schools. Out-of-school or holiday clubs provided directly by schools do not have to be Ofsted-registered in the same way, but will be inspected by Ofsted when they carry out a full school inspection. These clubs are considered Ofsted-registered for the purposes of the Central Childcare Bursary Scheme.

More information on Ofsted registration can be found at [www.gov.uk/government/organisations/ofsted](http://www.gov.uk/government/organisations/ofsted). Ofsted-registered childcare does not include private music lessons, leisure activities or childcare undertaken by family members.

## **Payments**

The Committee aims to assess and respond to your application within six working weeks of receipt, although sometimes final decisions may depend on the provision of further information by applicants, via your College Tutor. You will receive an initial confirmation of receipt before your application is assessed.

If you are successful, a cheque will be sent to your College Senior Tutor's office or you can collect it from the Childcare Office, at an agreed upon time. Awards will be paid in a single instalment.

## **Appeals**

If you are unhappy with the outcome of your application and believe that there has been a miscalculation or misunderstanding of the figures or information you have provided, you should initially discuss the matter with your Tutor. The Committee administrators will seek to resolve appeal cases or other cases of disagreement through negotiation with your College and through consultation with the Chair of the Joint Committee on Childcare for Students. Appeal cases that cannot be resolved in this way will be referred to the full Committee for final adjudication.

## **Further Information**

See the Childcare Office website at [www.childcare.admin.cam.ac.uk](http://www.childcare.admin.cam.ac.uk) for further information, useful contacts, support and childcare advice. You can also contact the University Childcare Information Adviser, the Cambridge University Students' Union or the Graduate Union.

### **Childcare Information Adviser**

Childcare Office  
21 Trumpington Street  
Cambridge CB2 1QA  
Tel: 01223 332249  
Email: [childcare@admin.cam.ac.uk](mailto:childcare@admin.cam.ac.uk)  
Web: [www.childcare.admin.cam.ac.uk](http://www.childcare.admin.cam.ac.uk)

### **CUSU**

17 Mill Lane  
Cambridge  
CB2 1RX  
Tel: 01223 333313  
Email: [info@cusu.cam.ac.uk](mailto:info@cusu.cam.ac.uk)  
Web: [www.CUSU.co.uk](http://www.CUSU.co.uk)

### **The Graduate Union**

17 Mill Lane  
Cambridge  
CB2 1RX  
Tel: 01223 333312  
Email: [enquiries@gradunion.cam.ac.uk](mailto:enquiries@gradunion.cam.ac.uk)  
Web: [www.gradunion.cam.ac.uk](http://www.gradunion.cam.ac.uk)

Childcare Office  
21 Trumpington Street  
Cambridge  
CB2 1QA

7 June 2018