

THE UNIVERSITY CHILDCARE SUPPORT FUND – APPLICATION FORM 2019/20

1. PERSONAL DETAILS

University Student Number: (USN) _____ Surname: _____ Title: _____

First Name(s): _____ Nationality: _____ Email: _____

College: _____ Current course (BA, PhD, etc): _____ Subject: _____

Start date (dd/mm/yy): ____/____/____ Expected end date: ____/____/____ Year of Study: _____

I am: (tick all that apply)

Undergraduate Graduate Studying full-time Studying part-time

For PhD graduates only – Number of weeks to submission: _____

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)

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)	£	£
TOTAL	£	£

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

2.2 Total Savings or Capital

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

2.3 Loans

Please detail any loans/credit arrangements (for both you and your partner):

Loan value (total) _____

Purpose of loan (i.e. housing, rent, car, living costs, or other) _____

Repayment period of loan (in years and months) _____

Cost per annum to repay the loan _____

For Office Use Only

Date Received	Date Processed	Signed

2.4 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
TOTAL	£	per week/per month

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

2.6 Have you applied for/received financial support from your college this academic year? Yes / No

Was it granted? Yes / No How much is received/expected? _____

What was the financial support for? (i.e. general hardship, a contribution towards rent, childcare costs or other):

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

2.8 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)

2.9 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: _____

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

If 'No', please explain the circumstances: _____

2.11 Other funding (*delete as appropriate*)

Have you/your partner received a **Childcare Support Fund** Award (formerly *Childcare Hardship Fund*)? Yes / No

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

Have you/your partner received a **Central Childcare Bursary** Award before? Yes / No

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

Have you/ your partner received any awards via your college? Yes / No

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

3. DETAILS OF CHILDCARE COSTS

How many dependant children are living with you?

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

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.

1st 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 1st Child: £ _____

2nd 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 2nd Child: £ _____

3rd 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 3rd 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.

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

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.

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.

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.

July 2019

Data protection

The personal information about your family circumstances that you provide on this form will be used for the purpose of assessing your Childcare Support Fund application. 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>.