

**THE UNIVERSITY CHILDCARE HARSHIP FUND – APPLICATION FORM 2017/18**

**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
<b>Grants/Scholarships/Sponsorship*</b>	£	£
<b>Family/Friends</b>	£	£
<b>Net Earnings</b> , 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 Total Savings or Capital**

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

\_\_\_\_\_  
 \_\_\_\_\_

**2.3 Loans**

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

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

\_\_\_\_\_  
 \_\_\_\_\_

**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
<b>TOTAL</b>	<b>£</b>	<b>per week/per month</b>

## 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 does s/he attend? \_\_\_\_\_

Has s/he applied for childcare funds from his/her 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: \_\_\_\_\_

## 2.10 Other funding *(delete as appropriate)*

Have you/partner received a **Childcare Hardship Fund** Award (formally *Access to Learning 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.

**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>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.

February 2018

### *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 Support Fund 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>.