

## **CHILDCARE TERMS AND CONDITIONS FOR 19+ BURSARY AND ADVANCED LEARNER LOANS**

### **BURSARY FUND**

Payments cover all course-related childcare during term-time only, i.e. 36 weeks, and does not include food and drink provided by your childminder/ nursery/creche.

We do not pay for childcare during the Christmas, Easter, or summer holidays or at half terms. If your provider charges you for these periods it will be your responsibility to cover the cost. Some nurseries charge up to the end of the school term (which is later than the end of the college term), please check. If this is the case, you will also be responsible for the fee for those extra weeks. Any free government childcare will be considered by your provider before billing the college.

The payment covers the actual period that you are attending college i.e. when you are in lectures, on supervised study or for other authorised contact time and/or approved travelling times. We cannot cover childcare for times when you are undertaking private study. We will check your online timetable to ensure that the sessions you have requested funding for tie in with your supervised lesson times.

We expect students to attend 100% of their timetabled lessons. We may suspend payments if you do not meet the attendance criteria each half term. In addition, we may also make further attendance checks throughout the year.

For students using City College Nursery - we will pay them direct for the full academic year. Students using other childcare providers - payments for childcare costs will be made directly into your bank account within 10 days of receiving the childcare invoice from you. Please note that it remains your responsibility to pay for any periods or amounts not previously approved and to pay the full cost of childcare should you stop attending regularly or withdraw from your course of study.

Please also note: You must inform the college bursary team if you withdraw from or change your course. You must inform the team of any changes to your college timetable or childcare requirements as this may affect your entitlement to funding.

As the contract to provide childcare is with you and not the college, it remains your responsibility to ensure that all payments due to the childcare provider are met in full.

The college reserves the right to terminate a 19+ Bursary/Advanced Learner Loans Bursary Fund childcare payment in the event of a student leaving the course or where attendance falls to an unsatisfactory level. The college also reserves the right to transfer a payment to any other college account to which the student is in debt. Payments from the 19+ Bursary/Advanced Learner Loan bursary are made for one year only and there is no guarantee of continued support in subsequent years