

Joint Committee on Childcare for Students

CENTRAL CHILDCARE BURSARY SCHEME APPLICATIONS 2015/16

The Joint Committee on Childcare for Students operates the Central Childcare Bursary Scheme, which offers financial assistance to **EU and overseas** student parents from **participating Colleges** 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 can apply to the Access to Learning Fund for financial assistance. Details are available from College Tutors, or from [www.admin.cam.ac.uk/fees and funding](http://www.admin.cam.ac.uk/fees_and_funding).

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

Eligibility

Funding for the Childcare Bursary Scheme is derived principally through College contribution and therefore EU and overseas undergraduates and graduates are only eligible if their College has agreed to participate. Colleges can choose to contribute to pre-school and/or out-of-school childcare costs.

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 Nursery at West Cambridge. See inside the back cover for guidance on Ofsted registration.

All Colleges participate in the pre-school element of the scheme.

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

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

The following Colleges take part in the after-school element of the scheme. EU and overseas students can only apply for a bursary for their school-age child if their College is listed below:

Christ's	Emmanuel	King's	Robinson	Trinity Hall
Churchill	Fitzwilliam	Lucy Cavendish	St Catharine's	Wolfson
Clare	Girton	Magdalene	St Edmund's	
Clare Hall	Gonville & Caius	Murray Edwards	St John's	
Corpus Christi	Homerton	Newnham	Selwyn	
Darwin	Hughes Hall	Pembroke	Sidney Sussex	
Downing	Jesus	Peterhouse	Trinity	

EU and Overseas students from Colleges not participating are **NOT** eligible to apply. These Colleges should have their own arrangements for the provision of childcare funds – please consult your Tutor.

Data protection

The University of Cambridge is a data controller as defined by the Data Protection Act 1998. The data provided on this form will be treated in strictest confidence and will only be disclosed to staff of the University and Colleges administering the scheme. The data will be used solely for the administration of childcare bursaries and for statistical purposes. If you require further information regarding the processing by the University of your personal data for this purpose please contact the Secretary of the Joint Committee on Childcare for Students, Childcare Office, 21 Trumpington Street, Cambridge CB2 1QA.

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 provision 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 visa restrictions. See the **Childcare Office** website at www.childcare.admin.cam.ac.uk for further information, contacts and advice.

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 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

You may apply for a bursary at any time throughout the 2015/16 academic year, but the Joint Committee on Childcare for Students anticipates most of the available funding will have been distributed by Easter Term 2016. Applications will be accepted until funds are exhausted. If your application is successful, the award you receive is intended to last for the entire academic year. **Students can only apply more than once in one academic year if financial circumstances have changed significantly.**

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 £5,400 per year. Awards are intended to last for the entire academic year, while you are an active student and you are using childcare.

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 from the Ofsted-registered childcare provider detailing the secured place or places, including the child's name, 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 2015/16

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: ____/____/____

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)	£	£
TOTAL	£	£

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

2.2 Loans

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

Please include any further loan details: _____

2.3 Total Savings or Capital

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

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 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:

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: _____

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.

	<i>Per month</i>
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.

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.ofsted.gov.uk. Ofsted-registered childcare does not include private music lessons, leisure activities or childcare undertaken by family members. However, the Committee will take into account exceptional circumstances and if you feel your case should be considered, you should apply.

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. 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 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
Tel: 01223 332249
Email: childcare@admin.cam.ac.uk
Web: www.childcare.admin.cam.ac.uk

CUSU
Old Examination Hall
Free School Lane
Cambridge
Tel: 01223 333313
Email: info@cusu.cam.ac.uk
Web: www.CUSU.cam.ac.uk

The Graduate Union
17 Mill Lane
Cambridge
Tel: 01223 333312
Email: enquiries@gradunion.cam.ac.uk
Web: www.gradunion.cam.ac.uk