

Student Name

Student ID Number







## Details of your Child / Children who require childcare

|               |                |     |
|---------------|----------------|-----|
| Child Name 1. | Date of Birth: | Age |
| Child Name 2. | Date of Birth: | Age |
| Child Name 3. | Date of Birth: | Age |

(Continue on a separate sheet if necessary)

## Childcare Provider Details (If you are using more than one childcare provider, please collect an additional form)

Name of Childcare provider

Email

Address

Postcode

Tel

Ofsted Reg. No.

Childcare required from/  
Start date

## Childcare Providers bank details for payment:

Sort Code:                    /                    /                    Account Number:

## Childcare Sessions required (Please tick sessions required)

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
| AM     | AM      | AM        | AM       | AM     |
| PM     | PM      | PM        | PM       | PM     |

Full cost per session



Full cost per week



I have read and agree to the Terms & Conditions of the Bursary as outlined overleaf and on the college website and understand that my information will be recorded and used for the purposes stated under heading **(Oldham College Privacy Notice for Application for Bursary Funding)** and without this, I will not be able to claim Bursary funding.

I hereby declare that to the best of my knowledge and belief the information given in this form is true and accurate and understand that any false, inaccurate or misleading information could result in refusal or withdrawal of Bursary funding.

**Advanced Learner Loans Only - (If applicable)** I hereby declare I have applied for and have been **approved** for an Advanced Learner Loan from the Student Loans Company.

I confirm that I am eligible to study in the UK and have provided residency proof of this at enrolment.

I confirm that I am the parent / legal guardian of the child / children stated above.

Student Signature:

Date:

\*Childcare Provider  
Signature:

Date:

\*(To confirm understanding and acceptance of terms and conditions overleaf)

**How will it work?** – If your childcare bursary application is approved the college will pay a contribution towards the weekly costs. **PLEASE NOTE we can only pay for childcare when you are timetabled to be in college.**

We will confirm our contributions via email to your college email account and to the email account of your Childcare Provider. You can use the following types of provider – a Private Nursery, a Before and After School Club or a Childminder. Your chosen provider must be Ofsted registered and informal member or friend, cannot be funded. We will not be able to make an assessment of your application until you have completed the Online Bursary Application Form, handed in the Childcare Bursary Application Form and the Oldham College Privacy Notice, all must be fully completed signed or digitally signed with the correct proof of household income uploaded. If for any reason you are unable to upload your proof of household income you can email this to us at [bursaryteam@oldham.ac.uk](mailto:bursaryteam@oldham.ac.uk) or alternatively please bring this to the college Main Reception.

**How do we know the College will be fair?** Bursary funds are used to provide financial help to students whose access to or completion of further education might be hindered by financial constraints. In doing so, the College will endeavour to raise participation and achievement levels of those groups of students considered most vulnerable to economic and social exclusion. The College shall take the necessary steps to ensure that the management and systems of financial control are such that the funds are used for the purposes for which it is intended and to comply with the terms and conditions attached to it. More specifically the funds will be managed to ensure fairness and equality, transparency and targeted to those in greatest need.

**Equality and Diversity** – Oldham College will promote the bursaries and take the necessary actions to ensure that all students access information and advice on financial help and enable students to apply. The College is committed to widening participation and providing assistance to those students who may need it. We will ensure all applicants are treated fairly according to their individual circumstances/needs.

**Oldham College Privacy Notice for Application for Bursary Funding** – Oldham College is collecting this information from you for the purpose of **Student Bursary Funding** and may update existing data, to fulfil our Public Task, Contractual and Legal Obligations. The information collected is stored in a secure, protected environment, not transmitted outside the EU and kept in line with the **College Data Retention Schedule**. This information may be accessed by college staff and its partners who will help us deliver our services. It may also be shared with government agencies, departments or their agents. You may have the right to withdraw your consent, make a complaint or make an enquiry about your information that we hold. To do so or gain further understanding of your rights please access the website: [www.oldham.ac.uk](http://www.oldham.ac.uk).

**Compliments and Complaints** – Compliments and Complaints can be made via the Oldham College Website: [www.oldham.ac.uk](http://www.oldham.ac.uk) or alternatively call the college direct on: **0161 785 4000**.

## Childcare Terms and Conditions

1. Bursary support is not an entitlement and is not guaranteed. Applications will be individually assessed in line with the eligibility criteria, individual financial needs and the availability of funds. **Payments and their frequency / amounts may be altered during the academic year in response to COVID 19 Government Guidance.**
2. Progression, performance, achievement and behaviour along with an expected attendance of at least **90%** are checked on a regular basis. Where your attendance falls below **90%**, financial support may be reduced accordingly or withdrawn altogether. The College reserves the right to reclaim monies paid to the childcare provider directly from the student.
3. Payments from the Bursary scheme may affect entitlement to claim other benefits (e.g. Income Support/Universal Credit). It is the responsibility of your household to declare any funds received to your benefits office. The College reserves the right to contact any relevant benefits agencies in order to clarify any information provided.
4. College will only pay **80% of the weekly costs** incurred for childcare fees for your timetabled days in college.

5. You must pay your **20% weekly contribution** direct to your childcare provider as soon as your provider requests this.

6. If your application is successful, payments will be approved from the date we receive your fully completed application. **We will not be able to confirm funding or pay your Childcare Provider until you have provided all the information we need including proof of household income.**

7. To guarantee payments starting in September, applications need to be submitted before **31<sup>st</sup> July 2025**. Applications submitted after this date may have their payments delayed.

8. **Clear invoices** detailing the sessions used, need to be submitted regularly by your childcare provider via email to [childcarebursary@oldham.ac.uk](mailto:childcarebursary@oldham.ac.uk). All payments will be paid in arrears once attendance has passed. **NB** Childcare Providers may still require payment during academic holidays; please notify us if this is the case.

9. The end of the College academic year is **Friday 3rd July 2026**. In order for us to process outstanding payments for the **25/26 academic year** please submit final invoices to us at the email address above no later than **Friday 26th June 2026**. **We will not be able to pay invoices sent after this date.**

10. Support for extra sessions must be applied for in advance, as without approval we cannot guarantee funding will be available. Requests should be submitted to [childcarebursary@oldham.ac.uk](mailto:childcarebursary@oldham.ac.uk)

11. If you withdraw from your course you are required to give the appropriate notice to your childcare provider and inform the Bursary Team of your intention to withdraw. Failure to do this will result in a requirement for you to pay full fees for the notice period. (This is usually 4 weeks) In addition to this, the College reserves the right to request the return of all monies paid by us to your childcare provider.

12. Should you wish to change childcare provider you must give the correct notice period to your existing childcare provider and you must inform the Bursary Team of your intention to change provider. Please note we cannot pay any fees to your new childcare provider until the notice period has passed with your existing provider (This is usually 4 weeks).

13. If you choose to take holidays during term time you will be responsible for paying the full childcare fees during that period. (The full childcare fees are your own weekly contributions and the weekly contributions that the College makes for you through the bursary)

14. If it is found that false or misleading information has been provided in support of this application, this could result in withdrawal, suspension or refusal of funding, disciplinary proceedings and the matter being referred to the Police for investigation, which could lead to prosecution.

15. If you are paying your course fees with an Advanced Learner Loan your loan must be **approved** before your bursary application can be assessed. Any childcare expenses accrued whilst waiting for your loan to be **approved** (or in the event that you are declined for a loan) are wholly payable by you, and the College accepts no responsibility for any such expenses. If you are funding your course with an Advanced Learner loan, your bursary payments (if eligible) will not be payable until you have attended the first two weeks of your course.

16. You are required to inform us immediately of any change in circumstances (including course change) as this may affect eligibility for funding.

17. Bursary Support is intended to help students overcome financial barriers to their education. If for any reason your application is declined, you can submit an appeal by email providing reasons why we should consider your request. Appeals should be sent to: [bursaryteam@oldham.ac.uk](mailto:bursaryteam@oldham.ac.uk)

## Further Information

For more information and the official government guidelines for the Bursary Funds, you can visit: [www.gov.uk](http://www.gov.uk)

Bursary support is government monies administered by the college from the Adult Education Budget and the Loans Bursary Fund (ESFA).

**Disclaimer** - All of the information in the guideline is accurate at the time of publication. A copy of these terms and conditions will be sent to the student and the childcare provider.

Fund:

Date:

Staff signature: