



Student Name

Student Ref

Course

Week Ending\*

Child's Name

Child's Age this week

Claim must be submitted within 4 weeks of this date

	Hour(s)	Times		Claim Amount
Monday	<input type="text"/>	From <input type="text"/> To <input type="text"/>	=	£ <input type="text"/>
Tuesday	<input type="text"/>	From <input type="text"/> To <input type="text"/>	=	£ <input type="text"/>
Wednesday	<input type="text"/>	From <input type="text"/> To <input type="text"/>	=	£ <input type="text"/>
Thursday	<input type="text"/>	From <input type="text"/> To <input type="text"/>	=	£ <input type="text"/>
Friday	<input type="text"/>	From <input type="text"/> To <input type="text"/>	=	£ <input type="text"/>
<b>Total(s)</b>	<input type="text"/>			£ <input type="text"/>

**For Office Use**

**This claim form is for:**

- Standard timetable week
- Standard timetable week with additional childcare due to school in-service day(s)
- Standard timetable week with additional College assigned placement
- Full College assigned placement week

I declare, the above costs are for childcare provided for attendance on my course of study, timetabled study periods, designated unpaid placement and reasonable travel time to and from these activities only. I understand that the college may claim funds from me for payments made where I breach the Terms and Conditions of my Childcare Fund Award.

I declare, this claim does not include costs for any times my child is in Government Funded Nursery Provision.

Student Signature

Date

I confirm, the above costs are correct and in accordance with the above.

Childcare Providers Signature

Date

Name and address of childcare provider

Reg. No.

- CLAIMS MUST BE RECEIVED PER THE SCHEDULE OVERLEAF TO ENSURE PAYMENT ON THE SCHEDULED DATE.
- LATE CLAIMS MAY BE HELD UNTIL THE FOLLOWING SCHEDULED PAYMENT DATE.
- PAYMENT MAY NOT BE MADE IF A CLAIM IS INCOMPLETE.
- PAYMENT WILL BE LIMITED TO THE WEEKLY RATE SPECIFIED ON YOUR AWARD LETTER.
- AWARDS WILL BE ADJUSTED TO COVER PLACEMENT AND SEMESTER TWO TIMETABLE CHANGES.
- CLAIMS MUST BE RECEIVED WITHIN 4 WEEKS OF THE CLAIM WEEK TO QUALIFY FOR PAYMENT
- BOTH STUDENT AND CHILDCARE PROVIDER SHOULD NOTIFY STUDENT FINANCE WHEN CONTRACT IS TERMINATED DURING THE ACADEMIC SESSION.
- PAYMENT WILL BE MADE TO THE STUDENT ONLY BUT INFORMTION REGARDING THE CLAIM AND ITS PAYMENT MAY BE GIVEN TO THE CHILDCARE PROVIDER
- MONIES CLAIMED AND NOT PAID TO THE CHILDCARE PROVIDER MAY BE CONSIDERED AS FRAUD

**PLEASE ENSURE BOTH THE STUDENT'S SIGNATURE AND THE CHILDCARE PROVIDER'S SIGNATURE ARE ON EACH CLAIM SUBMITTED.**

**For Office Use**

Award Payable   Date Payable  Initials

Appeal Payable   Date Payable  Initials

Week Beginning, Monday	Week Ending, Friday	Event	Submission date to ensure payment by the due date is Monday:		Payment Date	
19-Aug-24	23/08/2024	FE Induction	26/08/2024	for payment on	30/08/2024	*
26/08/2024	30/08/2024	FE courses start, HE Induction	02/09/2024	for payment on	06/09/2024	*
02/09/2024	06/09/2024	HE courses start	09/09/2024	for payment on	13/09/2024	
09/09/2024	13/09/2024		16/09/2024	for payment on	20/09/2024	
16/09/2024	20/09/2024		23/09/2024	for payment on	27/09/2024	
23/09/2024	27/09/2024		30/09/2024	for payment on	04/10/2024	
30/09/2024	04/10/2024	Graduation 4th of October	07/10/2024	for payment on	11/10/2024	1
07/10/2024	11/10/2024		14/10/2024	for payment on	01/11/2024	
14/10/2024	18/10/2024	October break / College Closed Monday 14th October	Childcare not payable			2
21/10/2024	25/10/2024	Classes resume 21st October	28/10/2024	for payment on	01/11/2024	
28/10/2024	01/11/2024		04/11/2024	for payment on	08/11/2024	
04/11/2024	08/11/2024		11/11/2024	for payment on	15/11/2024	
11/11/2024	15/11/2024		18/11/2024	for payment on	22/11/2024	
18/11/2024	22/11/2024		25/11/2024	for payment on	29/11/2024	5
25/11/2024	29/11/2024	Degree teaching ends Friday 29th November	02/12/2024	for payment on	06/12/2024	4 & 6
02/12/2024	06/12/2024		09/12/2024	for payment on	13/12/2024	4 & 6
09/12/2024	13/12/2024		16/12/2024	for payment on	20/12/2024	4 & 6
16/12/2024	20/12/2024	Last teaching day is Friday 20th December	06/01/2025	for payment on	10/01/2025	4 & 6
23/12/2024	27/12/2024	Christmas/New Year Break - College Closed	Childcare not payable			2 & 3
30/12/2024	03/01/2025	Christmas/New Year Break - College Closed	Childcare not payable			2 & 3
06/01/2025	10/01/2025	College opens Monday 6th Jan (staff dev), classes re-start Tuesday 7th	13/01/2025	for payment on	17/01/2025	3, 4 & 6
13/01/2025	17/01/2025	HN and FE Remediation Week	20/01/2025	for payment on	24/01/2025	3, 4 & 6
20/01/2025	24/01/2025	Semester 2 starts FE, HN, Degree	27/01/2025	for payment on	31/01/2025	4
27/01/2025	31/01/2025		03/02/2025	for payment on	07/02/2025	4
03/02/2025	07/02/2025		10/02/2025	for payment on	14/02/2025	
10/02/2025	14/02/2025	Teaching staff holiday 14th February	17/02/2025	for payment on	21/02/2025	1
17/02/2025	21/02/2025	Teaching staff holiday 17th February	24/02/2025	for payment on	28/02/2025	1
24/02/2025	28/02/2025		03/03/2025	for payment on	07/03/2025	
03/03/2025	07/03/2025		10/03/2025	for payment on	14/03/2025	6
10/03/2025	14/03/2025		17/03/2025	for payment on	21/03/2025	6
17/03/2025	21/03/2025		24/03/2025	for payment on	28/03/2025	6
24/03/2025	28/03/2025		31/03/2025	for payment on	04/04/2025	6
31/03/2025	04/04/2025		07/04/2025	for payment on	25/04/2025	6
07/04/2025	11/04/2025	Easter Holiday for Teaching Staff	Childcare not payable			2
14/04/2025	18/04/2025	Easter Holiday for Teaching Staff - College closed 18th April (Good Friday)	Childcare not payable			2
21/04/2025	25/04/2025	College closed 21st April (Easter Monday)	28/04/2025	for payment on	02/05/2025	1 & 6
28/04/2025	02/05/2025		05/05/2025	for payment on	09/05/2025	
05/05/2025	09/05/2025	May Day 5th May 2025 - College Closed	12/05/2025	for payment on	16/05/2025	1, 3 & 5
12/05/2025	16/05/2025		19/05/2025	for payment on	23/05/2025	3 & 5
19/05/2025	23/05/2025		26/05/2025	for payment on	30/05/2025	3 & 5
26/05/2025	30/05/2025	HN Remediation/Re-assessment	02/06/2025	for payment on	06/06/2025	3 & 5
02/06/2025	06/06/2025	FE Remediation/Re-assessment	09/06/2025	for payment on	13/06/2025	4
09/06/2025	13/06/2025		16/06/2025	for payment on	20/06/2025	4
16/06/2025	20/06/2025	End of term Friday 20th June	23/06/2025	for payment on	27/06/2025	4
23/06/2025	27/06/2025	Monday 23rd June- start of all teaching staff holiday	30/06/2025	for payment on	04/07/2025	4
30/06/2025	04/07/2025		07/07/2025	for payment on	11/07/2025	4
07/07/2025	11/07/2025		14/07/2025	for payment on	18/07/2025	4
14/07/2025	18/07/2025		21/07/2025	for payment on	25/07/2025	4
21/07/2025	25/07/2025		28/07/2025	for payment on	01/08/2025	4

#### Notes

- 1 College Closure days (inc. closure days not yet announced\*) - no childcare payments for any student unless on Course Placement or VC classes
  - 2 College Holiday - no childcare payments for any student, unless VC classes
  - 3 Degree student Inter-Semester break - childcare not payable for degree students
  - 4 Childcare payable for additional placement hours for HNC Healthcare Practice & PGDE Teaching Degree students only
  - 5 Childcare payable for additional placement hours for NQ Playwork L5
  - 6 Childcare payable for additional placement hours for NQ Early Education & Childcare L6
- \* Per SAAS Childcare Policy, ONLY term weeks qualify for funding - please check course funding dates on SAAS letters