



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	
21/08/2023	25/08/2023	FE Induction	28/08/2023 for payment on	<b>01/09/2023</b>	*
28/08/2023	01/09/2023	FE courses start, HE Induction	04/09/2023 for payment on	<b>08/09/2023</b>	*
04/09/2023	08/09/2023	HE courses start	11/09/2023 for payment on	<b>15/09/2023</b>	
11/09/2023	15/09/2023		18/09/2023 for payment on	<b>22/09/2023</b>	
18/09/2023	22/09/2023		25/09/2023 for payment on	<b>29/09/2023</b>	
25/09/2023	29/09/2023		02/10/2023 for payment on	<b>06/10/2023</b>	
02/10/2023	06/10/2023	Graduation Friday 6th October	09/10/2023 for payment on	<b>13/10/2023</b>	1
09/10/2023	13/10/2023	October break / College and Schools Closed Monday 9th	Childcare not payable	<b>20/10/2023</b>	2
16/10/2023	20/10/2023	<i>School October break - Childcare for Courses with classes only</i>	23/10/2023 for payment on	<b>27/10/2023</b>	
23/10/2023	27/10/2023	Schools restart 23rd	30/10/2023 for payment on	<b>03/11/2023</b>	
30/10/2023	03/11/2023		06/11/2023 for payment on	<b>10/11/2023</b>	
06/11/2023	10/11/2023		13/11/2023 for payment on	<b>17/11/2023</b>	
13/11/2023	17/11/2023	<i>School in-service closure 13th and 14th</i>	20/11/2023 for payment on	<b>24/11/2023</b>	
20/11/2023	24/11/2023		27/11/2023 for payment on	<b>01/12/2023</b>	
27/11/2023	01/12/2023		04/12/2023 for payment on	<b>08/12/2023</b>	
04/12/2023	08/12/2023		11/12/2023 for payment on	<b>15/12/2023</b>	
11/12/2023	15/12/2023		18/12/2023 for payment on	<b>22/12/2023</b>	
18/12/2023	22/12/2023	Last teaching day is Friday 22nd	25/12/2023 for payment on	<b>29/12/2023</b>	3
25/12/2023	29/12/2023	Christmas/New Year Break - College Closed	Childcare not payable	<b>05/01/2024</b>	2 & 3
01/01/2024	05/01/2024	Christmas/New Year Break - College Closed	Childcare not payable	<b>12/01/2024</b>	2 & 3
08/01/2024	12/01/2024	College and Schools open Monday, Students re-start Tuesday	15/01/2024 for payment on	<b>19/01/2024</b>	3
15/01/2024	19/01/2024	HN and FE Remediation Week	22/01/2024 for payment on	<b>26/01/2024</b>	3
22/01/2024	26/01/2024	Semester 2 starts FE, HN, Degree	29/01/2024 for payment on	<b>02/02/2024</b>	
29/01/2024	02/02/2024		05/02/2024 for payment on	<b>09/02/2024</b>	
05/02/2024	09/02/2024	Holiday Friday 9th for College and Schools	12/02/2024 for payment on	<b>16/02/2024</b>	1
12/02/2024	16/02/2024	Holiday Monday 12th College and Schools	19/02/2024 for payment on	<b>23/02/2024</b>	1
19/02/2024	23/02/2024		26/02/2024 for payment on	<b>01/03/2024</b>	
26/02/2024	01/03/2024		04/03/2024 for payment on	<b>08/03/2024</b>	
04/03/2024	08/03/2024		11/03/2024 for payment on	<b>15/03/2024</b>	
11/03/2024	15/03/2024		18/03/2024 for payment on	<b>22/03/2024</b>	
18/03/2024	22/03/2024		25/03/2024 for payment on	<b>29/03/2024</b>	
25/03/2024	29/03/2024	Good Friday 29th - College Closed	01/04/2024 for payment on	<b>05/04/2024</b>	1
01/04/2024	05/04/2024	Easter holiday for College and Schools	Childcare not payable	<b>12/04/2024</b>	2
08/04/2024	12/04/2024	Easter holiday for College and Schools	Childcare not payable	<b>19/04/2024</b>	2
15/04/2024	19/04/2024		22/04/2024 for payment on	<b>26/04/2024</b>	
22/04/2024	26/04/2024		29/04/2024 for payment on	<b>03/05/2024</b>	
29/04/2024	03/05/2024		06/05/2024 for payment on	<b>10/05/2024</b>	
06/05/2024	10/05/2024	May Day 6th 2024 - College Closed Degree Students Complete	13/05/2024 for payment on	<b>17/05/2024</b>	1
13/05/2024	17/05/2024		20/05/2024 for payment on	<b>24/05/2024</b>	3
20/05/2024	24/05/2024		27/05/2024 for payment on	<b>31/05/2024</b>	3
27/05/2024	31/05/2024	HN Remediation/Re-assessment	03/06/2024 for payment on	<b>07/06/2024</b>	4
03/06/2024	07/06/2024	FE Remediation/Re-assessment	10/06/2024 for payment on	<b>14/06/2024</b>	4
10/06/2024	14/06/2024		17/06/2024 for payment on	<b>21/06/2024</b>	4
17/06/2024	21/06/2024		24/06/2024 for payment on	<b>28/06/2024</b>	4
24/06/2024	28/06/2024		01/07/2024 for payment on	<b>05/07/2024</b>	4
01/07/2024	05/07/2024		08/07/2024 for payment on	<b>12/07/2024</b>	4
08/07/2024	12/07/2024		15/07/2024 for payment on	<b>19/07/2024</b>	4
15/07/2024	19/07/2024		22/07/2024 for payment on	<b>26/07/2024</b>	4

- Notes
- 1 College Closure days (inc. closure days not yet announced\*) - no childcare payments 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 HNC Healthcare Practice and DPGE Teaching Degree students only
  - \* Per SAAS Childcare Policy, ONLY term weeks qualify for funding - please check course funding dates on SAAS letters

Please return this completed claim and scan/photo to  
[Childcare.moray@uhi.ac.uk](mailto:Childcare.moray@uhi.ac.uk)