



## Section 4 – Income details and Evidence Needed

### Question 1: Tell us about you and your partner

You : Name

Partner: Name

### Question 2: Are either you or your partner in receipt of any benefits?

You: (Please circle) YES (Please provide evidence ) NO  
Partner: (Please circle) YES (Please provide evidence ) NO

#### Please Tick

Child Tax Credits

Working Tax Credits

Employment Support Allowance

Job Seekers Allowance

Pension Credits

Universal Credits

Other Benefits  
(please specify below)

**SEE ADDITIONAL SHEET FOR  
EVIDENCE**

**(Your form will not be accepted without evidence)**

### Question 3: Do you or your partner work?

You: (Please circle) YES (Please provide evidence ) NO  
Partner: (Please circle) YES (Please provide evidence ) NO

### Question 4:

**Are you in receipt of the 19+ Advanced Loan to cover your tuition fees?**

**YES (Please provide evidence as below)**

**NO**

- Please provide a photocopy of your acceptance letter from the SLC

**SEE NEXT PAGE FOR EVIDENCE REQUIREMENTS**

**(Your form will not be accepted without evidence)**

## **EVIDENCE**

**It is your responsibility to provide photocopies and NOT original documents as they cannot be photocopied or returned**

### **Are you in receipt of Child Tax Credits?**

2021 Tax Credits Award Notice for **Child Tax Credit/Working Tax Credit**  
(All 6 pages **MUST** be provided)

### **Evidence**

- **For all other benefits**
  - Universal Credit – Your last 3 consecutive months statements
- Benefit Award Entitlement letters (dated between April 2020-April 2021)

- **Full or Part Time Work**

Last 3 months consecutive payslips

- **Self-employed**

Accountants letter showing earnings for the 2019/2020 tax year **or**  
A photocopy of the relevant pages of your Self-Assessment Tax Return

### **Do you live at home and supported by your parents?**

Please state this on Section 5 under Additional Information.

## Section 5 – Additional Information

Please add any further information that may help your claim.

Please **read** carefully and **tick EVERY** box in the declaration below before signing.  
(Without this the form is invalid)

### Tick

- Bucks College Group reserves the right to withdraw support due to breaches of the college code of conduct, fraud, or if the reputation of the College is brought into disrepute.
- Attendance will be monitored and must be above 90%. Should your attendance fall below this level or if you withdraw, financial support may be stopped and you may be asked to pay back any financial support received.
- It is your responsibility to notify us of any changes to your timetable. Any changes in awards will only be made backdated to the beginning of the week in which information was received.
- Any items purchased through Bucks College Group will remain the property of Bucks College Group and you may be asked to return them at the end of your course.
- If you are absent for a day you must inform your tutor as well as emailing [studentservices@buckscollegigroup.ac.uk](mailto:studentservices@buckscollegigroup.ac.uk)
- If I withdraw from my course or I am withdrawn from my course by my tutor, suspended or excluded from Bucks College Group I undertake to return any equipment or money provided through the Bursary Fund.
- I certify that the information I have given on this form is complete and accurate. I agree to repay the College in full any money paid to me if the information I have given is shown to be false or misleading.

Students Name

Student Signature

Date

### What to do next:

Once you have brought in a fully completed form with evidence, it may take up to 3 weeks to process. Please **do not** contact us in this time. You will be notified of your assessment result by email

**PLEASE NOTE THAT WE ARE UNABLE TO ACCEPT THE FORM UNTIL YOU HAVE ENROLLED ON YOUR COURSE.**



## Application for Childcare Costs 2021/22

### SECTION 1: Student details

Surname	First Name	Student ID Number
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Course and Campus
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### SECTION 2: Your Child(ren)'s Details

Tell us about the child(ren) who require childcare below

Child 1: Surname	First Name	Date of Birth (or due date)
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Child 2: Surname	First Name	Date of Birth (or due date)
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Child 3: Surname	First Name	Date of Birth (or due date)
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### SECTION 3: Childcare Provider Details

This section must be completed by the *childcare provider*

Company Name	Contact Name	Ofsted Reg Number
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Address	Post code:
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Email address	Telephone
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- If you are using more than one Childcare Provider, please download an additional copy of this page for each one

**SECTION 4: Childcare Hours - This section must be completed by the childcare provider**

I (the childcare provider) confirm that I/we are providing childcare as stated below:

	Monday	Tuesday	Wednesday	Thursday	Friday
No. of Children in childcare					
No. of hours / sessions					
Cost per hour / session					
TOTAL cost per hour/session					

**SECTION 5: Declaration**

**This section must be completed by the childcare provider and the student.**

**EVERY box MUST be ticked**

- **The childcare place is only funded during term time.** This means that over the Christmas, Easter and Half Term breaks we will not be able to pay for the childcare place. However, we are able to help with costs towards saving a place during the summer.
- Childcare assistance is only available for the time the student spends in timetabled classes in College and travel times between the childcare provider and college
- We can only provide assistance for registered child-minders/nurseries. Please note that the College takes no responsibility for the quality of care provided
- If the students timetable changes it is their responsibility to inform the childcare provider and Student Services. If the number of days or amount of hours the child/ren attends the childcare provider changes and the student fails to inform Student Welfare Services the childcare support could be withdrawn
- The weekly rate may change as the child/ren get older. If this happens it is the student's responsibility to inform Student Services at [studentservices@buckscollegelgroup.ac.uk](mailto:studentservices@buckscollegelgroup.ac.uk)
- If the student withdraws from the College or is declined funding the College will take no responsibility for payment of outstanding fees to childcare providers
- **Providing the student's application for financial support is successful we will be writing to you in due course to confirm the funding and to explain the rules surrounding the students payments. BACS payments will be made to the childcare provider**
- **The childcare provider will be asked to send the College a detailed invoice at the end of each month. We will use the invoice and the student's timetable to make payments. The student should make you aware that if their attendance drops below 90% for the month the College will not cover the cost for that month.**

**THIS APPLICATION WILL BE DELAYED UNLESS YOU SIGN AND DATE THIS DECLARATION.  
Before signing please ensure that you have read and understood all sections of the Declaration**

Childcare Providers' Signature

Childcare Providers' Name

Date

Students' Signature

Students' Name

Date



# ASSESSMENT - Office Use Only

**19 + fund**

**19 + Advanced Loan**

Joint Income Total:

Income	Support
<b>IBB / No Income</b>	100%
<£16,190	
£16,191 – £18,999	90%
£19,000 - £21,999	70%
£22,000- £26,999	55%
£27,000 - £34,999	40%
£35,000 - £39,999	35%
£40,000 - £45,000	30%

Calculation notes:

**19 + Bursary**

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Travel

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Course Costs

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Childcare

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Total

**Student Services Officer**

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**Head of Student Services**

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**Executive Director (student services)  
+£1000**

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