

Childcare Bursary

Information & Guidance

2021/22

Student 19+

Childcare Bursary Information & Guidance

Eligibility

Learners aged 19 and over who have a total household income of less than £27,000 per year can apply to the Childcare Bursary Team for support towards childcare costs.

To be eligible you must:

- Have settled status in the UK
- Be the parent or main carer
- Maintain at least 90% attendance
- Have a household income of less than £27,000 per year

How do I apply for childcare Bursary?

Once you have a course offer and/or enrolled for your 2020/2021 course/s at Lambeth College:

1. Forms are available online on the College's website: under Main Menu > Public Facilities > [Nursery](#)
2. Or collect a form from Clapham/Brixton Reception desk, or by request to your course LDC (if applicable).
3. Print, fill in fully, sign and return via email with the accompanying documents as an attachment.
4. Complete 1 form for each child.
5. You will be notified of the outcome of your application by email.

Allocation/Approval

Your application will be assessed by checking your eligibility/college status. Successful approval letters will be posted initially and subsequent letters will be emailed.

If your application is not successful, you will be placed on the waiting list. It is your responsibility to check your email for an update on your application outcome/status.

Waiting List

Being on the waiting list does not guarantee funding will be approved. Once funding is approved, payments will not be back-dated, payments will start from date of approval.

Childcare Provider Agreement

The approval letter will request for childcare provider details. Once received the agreements/provider letters will be sent via e-mail to providers. We expect the monthly childcare costs to be confirmed at this point along with the requested documents. Any delayed returns may result in delay payments.

Once the agreement has been returned, they are forwarded onto the Finance team, who will make the arrangements for payments. Finance will send the childcare providers a confirmation email to inform them of the monthly payments and scheduled payment dates.

College weekly childcare cost limit per week

0 - 4.11 years old = £270
X 2 children 0- 4.11 = £540 BC/ASC= £100
Childminder = £200

Payment

The first payment will be at the end of October (start of academic year). For late starters the first payment date will depend on the agreement submission date and if all information has been received.



This funding is dependent upon excellent attendance from students (above 90%).

Childcare Bursary Payment Method

You are asked not to make any financial arrangements with childcare providers until you are approved by the Childcare Bursary team by email.

Students who have on-going absences, absent for 2 weeks or more, or with attendance below 90% in any month, will risk their childcare bursary being withdrawn. Monthly childcare payment is dependent on the student's attendance for all their enrolled courses.

If funding is withdrawn, the student is responsible for any costs owed to the childcare provider.

Fees are paid a month in arrears, as attendance must be checked before prior to the finance teams' authorization.

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Childcare applications received after October will receive payments at the ending of the following month upon approval.

Frequently Asked Questions

Can I change my childcare provider after approval?

Yes, but only after the first payment has been made. You must give your provider 4 weeks' notice of intention to withdraw your child.

What happens if my course/timetable changes and I need additional funding/days?

This can be accommodated in the initial stages whilst the agreement is still being processed by the childcare bursary team but before the 2nd week of October.

However, any additional payment amendments will only be paid after the request has been made, and agreed by the finance team.

I have a bereavement and have to travel abroad, will my childcare still get paid?

In exceptional circumstances such as a death in the family, payments may be referred for authorisation by the finance department

Childcare Bursary Team

Childcare Bursary Administrator: Joy Shoge - JShoge@lambethcollge.ac.uk

Senior Nursery Manager: Pamela Hammond - PHammond@lambethcollege.ac.uk

Learner Support Fund Co-ordinator: Barbara Lopez*
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Learner Support Fund Administrator: Karina Figueroa*
KFiguroa@lambethcollege.ac.uk / 020 7501 5282

Contact Details: ChildcareBursaries@lambethcollege.ac.uk / 0207 501 5132

*All payment queries should be directed to the Finance department

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