



FACT SHEET FOR CHILDCARE PROVIDERS

Students can apply to the University for assistance with study-related childcare costs for all term-time weeks of an academic year. Subject to eligibility and budget constraints, awards may represent a contribution towards these costs or may cover the costs in full. Regardless of the level of support provided, it is the student and not the University who is your client; the student remains responsible for any contract and payments to which they are committed.

Application Process

Funds usually open for applications in advance of term starting, but this depends on when budgets (from external sources) become available. Students are encouraged to keep an eye on our webpages and apply as soon as possible. Where funding is awarded, this allows support to be finalised before course start dates. No payment will be made by us to Childcare Providers until a student is fully enrolled and attending. Students can apply after their start date and may still receive full funding, but later applications run the risk of a reduced budget and a smaller contribution from the Funds.

Childcare Provider Forms should be completed by you in close consultation with the student. The form details the days/weeks for which childcare is needed and at what cost, as agreed between you and the student. This information is how we calculate any award, so it's important this is accurate and reflects the full year's requirements. Please complete the form in full, sign everywhere indicated and include payment details.

Evidence from students is required to support their application, as awards are means-tested. We will be unable to make a final decision where evidence is missing or insufficient, resulting in delays until the student has submitted what we need.

General Data Protection Regulations mean we are unable to discuss a student's application while it is in progress. It can take a number of weeks to process a student's application at peak times of the year. We know that many Childcare Providers allow students a grace period to secure funding, delaying payment requests until the University funding application process is complete. While this is appreciated, we are keen to ensure this gesture is not exploited. We can only confirm a childcare award once a decision has been made and will immediately email you with the details of this. Until then, please liaise only with the student regarding their application or other plans for meeting childcare costs.

Contact us at fundingadvice@uws.ac.uk with any questions at any time.

Study-related Childcare

Our standard academic year is divided into 3 terms of 15 weeks each. Most full-time courses run in Terms 1 and 2, with Term 3 as a summer break. Standard full-time students can therefore apply for a maximum of 30 weeks of childcare. Certain courses have a non-standard term schedule, and these students can apply for more than 30 weeks of funding; the student will be able to advise if this applies to their course.

All full-time students can apply for childcare funding for up to 5 days per week.

University term breaks are not covered by childcare funding and will not always align with school holidays. Students may therefore need additional childcare during school holiday weeks, if University is still in session. We expect students to apply once, detailing their full childcare requirements. We may not be in a position to award additional funds later in the year if students have not applied correctly.

Payment

Remittance Advice will be sent to you via email if an award is made. This will detail the total award and payment plan. We only send this once, in advance of the first payment, so it is important you keep this for your records. Where you do not manage your own accounts, please ensure you forward this to any relevant parties.

Payment is made via BACS on a monthly basis, in advance. Unfortunately, BACS transactions do not allow for the use of reference numbers or codes. To identify incoming payments and the student(s) these relate to, please refer to our remittance email(s) for the figure(s) due. Where more than one payment is due to you on the same date for multiple UWS students these will be combined and appear as a single transaction.

Where a student applies before the term starts, the first payment will be a double payment in late September. The remaining award will be split equally in monthly instalments, with the final payment usually made in March. It is for you and the student to agree how the funding will be allocated to their actual childcare use.

If a student applies after the start of their course then we will still assess the application for the full academic year, and this may result in a larger initial payment to you. Students are responsible for any childcare payments until you receive notice of any contribution from the University. Students remain responsible for any costs not covered by this award.

Changes in costs should be brought to our attention immediately. A decrease in childcare requirements may mean that a refund is due to the University, in which case please contact us direct and we will advise of the process. An increase in usage and/or costs may mean that a reassessment of the award is needed. Due to limited funds, we will not always be able to accommodate mid-year price increases, in which case additional costs will be the responsibility of the student.