

Terms and Conditions for Childcare Providers

In order for Bradford College's Learner Support Fund to make payments directly to students receiving bursary support, childcare providers need to be registered with Bradford College - FE Student Funding. Part of the registration is the acceptance of the terms and conditions set out below. Please read carefully as when the Childcare Registration Form is signed, childcare providers will be agreeing to these.

Payment of the first month of study may be made directly to the childcare provider, but all subsequent payments will be made directly to the student. It is expected that the student will use this funding to pay for their own childcare provision.

General Information About Payment Responsibility

Ultimately, payments for childcare costs are the responsibility of the parent and NOT the College/Learner Support Fund. Any additional costs not included in the initial agreement must be covered by the student and not Bradford College.

Learner Support Fund Childcare Grant payments can only be made to students who are using a registered OFSTED provider (this will be checked by Student Funding with OFSTED).

No Learner Support Fund Childcare Grant payments will be made if the parent is not engaging with all essential learning activities set. Any childcare payments due will be cancelled and it will be the parent's responsibility to pay the childcare provider.

If a parent withdraws from their course, all payments from the Learner Support Fund will be cancelled immediately and no "notice period" can be paid. Wherever possible an email will be sent informing that payment(s) have been cancelled.

Confidentiality/GDPR

Due to issues of confidentiality/data protection, the College is no longer able to discuss payments from the Learner Support Fund with childcare providers, unless the parent has provided the childcare provider with their College ID number and provided consent to disclose this information.

How Payments Will Be Made

When the parent provides a fully completed Learner Support Fund Application that includes childcare, Student Funding will undertake an initial assessment and will make an initial payment (by BACs) directly to the childcare provider. All subsequent payments will be made to the student.

Payments will be made in advance of the end of each month. A payment schedule will be provided to the student.

If a payment is not received within 15 working days of completing the Childcare Support Form, **childcare providers should ask the parent for payment**. Parents are advised to submit an application for childcare support within a month of starting their course or the Learner Support Fund is unable to backdate payments.

Student Funding will calculate the childcare payments that the Learner Support Fund is prepared to make over the academic year - **only if the parent is engaging with essential learning activities and**
Childcare Registration Pack – V1 – August 2026

does not withdraw from their course(s). A Childcare Payment Schedule will be emailed to the parent and childcare provider(s). If a Childcare Payment Schedule has not been received within six weeks of completing the Childcare Support Form, email: studentfunding@bradfordcollege.ac.uk for further assistance.

Changes During the Academic Year

Where there is an increase/decrease in charges, the parent's childcare application will have to be re-assessed. Student Funding cannot guarantee that all increases can be covered.

If the parent takes their child out of your childcare provision or if the parent tells you that they are withdrawing from their course please email: studentfunding@bradfordcollege.ac.uk immediately, even if they are continuing to use your childcare provision.

Early Education/Childcare Funding

Parents of children aged three and four may be entitled to free early education/childcare for their child(ren). Usually, it is taken as 15 hours per week for 38 weeks of the year, some parents may be entitled to 30 hours per week. Student Funding expects a parent to use their entitlement for the time they are engaging in essential learning activities. The Learner Support Fund will only consider paying childcare costs over this free entitlement.

Free early education/childcare is also available to some two-year olds. Student Funding expects a parent to use their entitlement for the time they are engaging in essential learning activities. The Learner Support Fund will only consider paying childcare costs over this free entitlement.

Childcare Element of Universal Credit/Working Tax Credits

If a parent is receiving the childcare element of Universal Credit/Working Tax Credits the Learner Support Fund will be unable to offer any financial support towards childcare.

When Childcare Providers Might Be Asked to Repay Money To The Learner Support Fund

This will happen in very rare situations, this includes, but not exclusively:

- Initial childcare payment made is more than the childcare charges for the full year.
- Parent withdraws from their course and an advanced payment for childcare has been made.
- Childcare provider stops providing childcare and an advanced payment for childcare has been made.

Holiday Payments

If a childcare provider charges the full rate over College holidays (Half-Term's, Christmas, Easter and Spring Bank), FE Student Funding expect the parent to be able to still access childcare provision. If a childcare provider does not charge over these holidays, it should be made clear to the parent and on the Childcare Support Form.

FE Student Funding makes no commitment to pay for childcare before the start or beyond the end date of a parent's course. Normally, a full-time, full-year student will start their course in early September and finish at the end of June. If the parent's course starts later and/or ends earlier than expected, then childcare payments will start later and/or end earlier.

CHILDCARE REGISTRATION FORM 2026-2027

Bradford College

The Learner Support Fund is only able to make payment of the first month of provision to providers who have registered their details. If childcare providers do not want to register, then childcare payments cannot be made on behalf of the parent.

If you are registering after you have completed a Childcare Support Form, there may be a delay in processing the students' application.

CHILDCARE PROVIDER DETAILS

Name of childcare provider*:																											
Address:																											
Town:														Postcode:													
Tel No:														Mobile No:													
Email:																											
OFSTED/ISI Registration No*:																											

***Please use the name and Ofsted/ISI Registration No. that is on OFSTED/ISI registration documentation**

CHILDCARE PROVIDER BANK DETAILS

If the account requires a roll number, we will be unable to pay by BACs.

Account Holder Name:																										
Sort code:				-				-				Account No:														

TERM-TIME PLACES

Does the setting offer term-time-only places?	Yes ☐	No ☐
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CHRISTMAS/NEW YEAR ARRANGEMENTS

Does the setting close during the Christmas period?	Yes ☐	No ☐
If yes please provide the details:		
Is this closure chargeable?	Yes ☐	No ☐
If yes please provide the details:		

Is the setting registered to receive Early Education/Childcare Funding? Yes ☐ No ☐
Do parents have a choice of which sessions are funded? Yes ☐ No ☐ If no, please provide details: _____ _____

[illegible]

Email the completed form to: studentfunding@bradfordcollege.ac.uk

If there are any queries, please email: studentfunding@bradfordcollege.ac.uk

Date Ofsted/ISI Reg. Checked:	DD / MM / YYYY
Ofsted/ISI Certificate Date:	DD / MM / YYYY
Date Pay My Student Updated:	DD / MM / YYYY