

**CHILDCARE FUND FACT SHEET FOR CHILDCARE PROVIDERS**

Students can apply for funding to assist with childcare costs for study related childcare. This funding is provided by the Scottish Government and administered through SAAS and the University. Subject to eligibility and budget constraints, Childcare Fund awards may represent a contribution towards these costs or may cover the costs in full. There is an expectation that the student will have applied for all Government or Local Authority funding to which they are entitled. Regardless of the level of support provided, the student remains responsible for any payments due for care to which they have committed to.

**Study related childcare costs**

Our standard academic year is divided into two main semesters, Autumn and Spring. Each semester is made up of a 19-week assessment period for the purposes of this fund. Students can therefore only apply for up to a maximum of 19 weeks of childcare at any one time. Some childcare providers are not operational at all times of the year, particularly those providers who are providing pre/after school care or are local authority nurseries linked to primary schools. Please therefore ensure that the total number of weeks being claimed reflects the opening dates of your care provision.

The fund is not usually available to cover the cost of childcare during the summer period. There are some exceptions to this for students who are registered and attending courses or placement which run over this period in the academic calendar.

**Application Process**

Students can apply to the fund once they have received their timetable of study and have fully enrolled on their course. The student will complete an online application where they will provide the names of the children who are receiving childcare, the amount of care in days, the cost per day and the number of weeks in the semester they are claiming for (after Government funding). At this point they will be asked to provide the childcare providers contact details and CS number.

On commencement of the assessment of the Childcare Fund application, a Childcare Provider Form will be emailed to you. This form should be completed by you in close consultation with the student. The form details the days/weeks for which the childcare is needed and at what cost. This information is how we calculate any award, so it is important that it accurately reflects the full semesters requirements. Please complete the form in full and sign and date where requested.

If the student progresses into the Spring semester and requires continuing care from you, then you will be emailed a further Childcare Provider Form at this point. You will be asked to forecast the childcare requirements for the forthcoming Spring semester as well as providing confirmation of the actual costs of childcare for the past Autumn semester.

**Awards**

Any award that is made from the Childcare Fund will be made directly to the student. The student is then fully responsible for ensuring that the agreed fees are paid to you when required.

General Data Protection Regulations mean that we are unable to discuss a student’s application while it is in progress. Further information about these regulations and how we store our data can be found here:

<https://stir.ac.uk/7ph> - Confidentiality and data sharing
<https://stir.ac.uk/318> - Privacy Notices

It can take several weeks to process a student’s application at peak times. If you require an update on the payment of fees, please direct this to the student.

**Fraud**

Where we are notified of funds being fraudulently claimed, we will investigate and notify appropriate government bodies.



Contact us at moneytriage@stir.ac.uk with any questions about this process