

Applying for Assistance with Childcare Costs

Please note that the student will be responsible for the payment of their childcare until the Childcare Application has been approved by North Highland College

Applications for assistance from the Childcare Funds can be made through your Hub account and will be considered on the receipt of all documentation requested. Applications are awarded on a first come first served basis. As funds are limited, you are encouraged to apply for your funding early.

What you need to know:

- Payment will be made directly to childcare providers only
- You must use Care Commission registered formal childcare providers
- The College will make childcare awards for up to £7,500 per student per academic year (the award will be adjusted on a pro rata basis per course)
- Childcare awards are for term weeks only. Childcare is not payable for College holidays or closure days unless as a result of severe weather conditions
- Childcare awards are payable for study time only and it is anticipated that timetabled and self-directed study will not exceed 36 hours per week
- 3 – 5 year olds
It is expected that parents will use the Government Funded nursery provision for 3 to 5 year olds (3 hours 10 minutes per day)
- Childcare awards will be adjusted for weeks on placement
- You must complete a separate Childcare Time Sheet for each week and each child who attends a Nursery/Childcare provider
- Childcare Time Sheets are available on the College website and from Student Support
- Payment will be made two weeks in arrears per the payment schedule on receipt of the Childcare Time Sheet
- Where your course is timetabled but the school is on holiday or has in-service days, your childcare award will be adjusted for the additional hours
- Award payments are for the duration of the course (your letter will show a total award for the year). Payment will be released per your claim provided it does not exceed the weekly average of your award. If your claim is for more than the average you will be limited to the average amount to ensure you have funding for each week of the course.

You can monitor the progress and the outcome of your application through your Hub account.