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# Discretionary Learner Support (DLS) Childcare Support form 2023/2024

## *Guidance Notes for learners – please read before completing this DLS form*

These guidance notes have been written to help you understand the DLS application process for Childcare and Crèche requests.

* Learners are advised to keep pages 1 and 2 for reference.
* The DLS form on pages 3-4 will need to be fully completed and submitted to the Student Support team.

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| **What is DLS?** | The Discretionary Learner Support (DLS) is a limited fund that allows the WEA to provide financial support to learners on a course funded through the ESFA (Education and Skills Funding Agency) with a specific financial hardship preventing learners from taking part in learning. Learners can be supported with childcare.  (If you wish to apply for tuition fee, travel or other support costs please complete the *‘Discretionary Learner Support Form 2023-2024- Fees and Hardship’* |
| **Who is Eligible?** | * Learners are asked to visit <https://www.wea.org.uk/help-and-support/benefits-and-fee-remission> to confirm eligibility for support. * Learners on a low household income of below £21,547.50 per year.   *Learners may be asked to provide evidence of their income assessed benefits and household income related benefits for auditing purposes.* |
| **When should I apply?** | All Learners MUST apply (by completing this Childcare DLS form) for financial support before the course starts. We encourage you to speak to regional WEA staff members to support you with your DLS application.  A Course ID number must be included on the DLS form in order for DLS applications to be processed. By not including the Course ID number will result in significant delays in processing for DLS application.  Applications received two weeks after the course has started or after the course has finished may not be eligible for funding due to insufficient DLS funds. |
| **If you applying for childcare then please note the following:** | **All DLS childcare requests MUST be approved by the WEA Student Support Team before starting your chosen course. Learners who have approval will receive a confirmation email/letter from the WEA Student Support Team.**   * The Student Support team will confirm childcare provision approval * Free Childcare - We would advise all learners eligible for free childcare through the [Free Education and childcare for 2-year-olds](https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds) or [15 and 30 hours free childcare for 3 and 4 years old](https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds), to use these hours towards their WEA course/s. For more information on your eligibility for childcare please visit <https://www.gov.uk/help-with-childcare-costs>. If your child is eligible for free childcare we will need an explanation of why you are unable to use these hours towards your chosen WEA course. * As a general rule childcare payment should not exceed £6.00 per hour. Any costs over £6 per hour will need to be approved by a Learning IAG Manager. (We advise learners to speak to your WEA tutor or course organiser). |
| **Approved DLS applications** | * All learners with an approved DLS application will receive an email/letter confirming your DLS support. * Childcare provision will only cover the hours required to cover a WEA course. Any unapproved childcare provision remains the responsibility of the learner. * DLS forms can take up to 5 working days to be processed and a little longer during enrolment periods. Learners with approved DLS claims will be informed via email or a phone call by the Student Support team. * The WEA will notify your chosen childcare provider to confirm that your DLS application has been approved and payments will be paid. |
| **Unapproved Childcare** | Any childcare provision that has not been approved by the WEA will not be paid for and will remain the responsibility of the learners. It will be the learner’s responsibility to make any required payments to your chosen childcare provider. |
| **Attending a WEA Course and Attendance** | It is important that all learners attend all classed and ensure childcare placement are utilised. If a learner leaves a course early/ does not attend, they must inform the childcare provider and the WEA in order to update your approved childcare funds |
| .  **DLS funding limits** | Learners are eligible for £1,500 childcare support per year which can be in multiple or one claim. |
| For support and further information If you have any questions regarding the DLS funds you can contact the WEA Student Support team by calling 0300 3033 464 or emailing [studentsupport@wea.ac.uk](mailto:studentsupport@wea.ac.uk) . We also provide information on our on the WEA website <https://www.wea.org.uk/learn-us/course-fees-and-financial-support> | |

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**-Application Form-**

**Discretionary Learner Support (DLS) for Childcare Support form 2023-2024**

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| **Please complete all sections and submit your application by email:** [**studentsupport@wea.ac.uk**](mailto:studentsupport@wea.ac.uk)  All forms should be completed before your course start. Any late application may not be approved due to limited funds. | | | | | | | | | | | | | | | |
| ***Please tick here*  to confirm you have read the guidance notes (on page 1-2) and understand that you must have your DLS application approved by the WEA before confirming any childcare placements. Any unauthorised childcare will remain the responsibility of you the learner.** | | | | | | | | | | | | | | | |
| **Eligibility for DLS** | | | | | | | | | | | | | | | |
| If you are under 20 years old you will need to apply for childcare through [Care to Learn](https://www.gov.uk/care-to-learn) Tel: 0800 121 8989 (*if this option applies to you, then you do not need to complete this form)*  I am claiming an income-related benefit  I am an Asylum Seeker (WEA are unable *to make any cash reimbursements to students seeking asylum as stated by the ESFA)*  I am on a low household income of below £21,000 per year. If you have ticked low household income you **may** be asked to give evidence of income / expenditure to support your claim (e.g. 3 months wage slips or bank statements, P60, Pension Tax Credit notification).  **If none of these categories apply to you, you are unfortunately not eligible for Discretionary Learner Support.** | | | | | | | | | | | | | | | |
| **Free Education and Childcare**  For 2-year-olds ((for individuals on income-related benefits) or 15 and 30 hours free childcare for 3 and 4 years old via Government funding | | | | | | | | | | | | | | | |
| **Please tick the relevant box:**  My child is eligible for free childcare which I will use for my WEA course (if you tick this option you do not need to complete this form)  I require additional hours for my WEA course  My child is not eligible for free childcare | | | | | | | | | | | | | | | |
| **Students Personal Details** | | | | | | | | | | | | | | | |
| **Name** | | | |  | | | | | | | | | | | |
| **Address** | | | |  | | | | | | | | | | | |
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|  | | | |  | | | | | | | | **Post Code** | | | |
| **Contact Number** | | | | **Land Line** | |  | | | **Mobile Number** | | | | |  | |
| **E-mail** | | | |  | | | | | | | | | | | |
| [**Course Title**](https://enrolonline.wea.org.uk/online/coursesearch.aspx?_ga=2.256338699.1284402048.1621415292-1914742759.1504625763) | | | |  | | | | | | | | | | | |
| [**Course code ID**](https://www.wea.org.uk/) | | | | **C** | | | | | | | | | | | |
| (\*must be included for your form to be processed) | | | | | | | | | | | | | | | |
| **Course start date** | | | |  | | | **Course End Date** | | | | | |  | | |
| **Supporting Statement**  Please use this section to explain why you require childcare or unable to use your free childcare hours towards your WEA course require financial support for childcare through the DLS funds. **\*** Must be completed | | | | | | | | | | | | | | | |
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| **Childcare Provider details**  Students must gain approval from the WEA’s Student Support team before confirming any childcare places. Any unapproved requests will remain the responsibility of the student. | | | | | | | | | | | | | | | |
| **Applicants relationship to the child/ren** | | | | | | | | | |  | | | | | |
| **Child’s full name (as stated on birth certificate)** | | | | | | | | | | **Age** | | | | | |
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| **Childcare/Crèche details** | | | | | | | | | | | | | | | |
| Name of Childcare provider: | | | | | | | | | | | | | | | |
| Named member of staff (Childcare provider): | | | | | | | | | | | | | | | |
| OFSTED Registration Number: | | | | | | | | | | | | | | | |
| Address:  Post code: | | | | | | | | | | | | | | | |
| Contact telephone number: | | | | | | | | Email ( required): | | | | | | | |
| **Daily costs cost** | | | £      per day | | | **Total number of sessions for the whole course** | Monday | | | |  | | **No. of weeks** | |  |
|  | | |  | | |  | Tuesday | | | |  | |  | |  |
|  | | |  | | |  | Wednesday | | | |  | |  | |  |
|  | | |  | | |  | Thursday | | | |  | |  | |  |
|  | | |  | | |  | Friday | | | |  | |  | |  |
| **Total cost details** | | | | | | | | **£** | | | | | | | |
| **Student Declaration**  **(please ensure you have read and understood the below)** | | | | | | | | | | | | | | | |
| 1. ***I ……………………………………………...….*** *(Write you name here) t*he legal parent / guardian of the above child(ren), give the WEA permission to process and retain my child(ren)'s details as per the childcare declaration above. | | | | | | | | | | | | | | | |
| 1. **I agree and fully understand that I will have to wait for my DLS request for childcare to be approved by the WEA Student Support Team before confirming any childcare arrangements with a childcare provider.** | | | | | | | | | | | | | | | |
| 1. I understand and agree that if I enter into a childcare agreement **without approval** from the WEA’s Student Support team that I will be fully responsible for any required childcare payments. | | | | | | | | | | | | | | | |
| 1. I agree for that the WEA can process my child(ren)'s personal data for the sole purpose of arranging payment for my childcare. | | | | | | | | | | | | | | | |
| 1. I agree that this data can be shared with my chosen registered childcare provider, and the Education and Skills Funding Agency/ MCA who are funding my childcare. | | | | | | | | | | | | | | | |
| 1. If my DLS application has been unsuccessful I understand that I must respond to the Student Support Team with further evidence or information within a 14-day period. If I fail to do so I understand that I must pay for my childcare costs in full. | | | | | | | | | | | | | | | |
| 1. I declare to the best of my knowledge, the information I have provided is correct, I understand that I may be required to provide additional evidence to support my claim for Discretionary Learner Support. I understand that if I have given false information I may be expected to leave the course and the WEA may act to reclaim any money/goods provided. | | | | | | | | | | | | | | | |
| 1. I understand that it is my responsibility to inform the Department for Work and Pensions about any learner support I am receiving from WEA through the Discretionary Learner Support. Failure to do so may affect my eligibility to state benefits. | | | | | | | | | | | | | | | |
| 1. The information on this form including the personal data of your child will be retained in line with our contract with the Education and Skills Funding Agency. Further information on data retention periods is available from <https://www.wea.org.uk/gdpr> | | | | | | | | | | | | | | | |
| * **I agree to all of the above (Please tick to confirm the above)** | | | | | | | | | | | | | | | |
| DATE |  | | | | This form has been submitted by: | | *Course* Tutor Learner  *If* Other *please state your name and role:* | | | | | | | | |
| Completed forms will need to be emailed to [studentsupport@wea.org.uk](mailto:studentsupport@wea.org.uk) | | | | | | | | | | | | | | | |
| *For office use* | | * *Date form has been received in Support Centre:* | | | | | * *Staff Initials:* | | | | | | | | |