

## **CHILD CARE SUPPORT FUND 2017/2018 (HEA/EU FUNDED)**

### **General Information**

The Childcare Assistance Fund provides, where possible, financial support to parents who are fulltime DIT students with children in a crèche or registered childminder. This scheme is designed to help those in severe financial difficulties due to unforeseen circumstances or students who are disadvantaged and require additional financial support to continue their third-level studies.

### **Terms and Conditions**

- The maximum funding available is €2200. Students with more than one child cannot receive in excess of €2200\*
- Children must be enrolled with an Crèche or official Childminder\*
- The Crèche or Childminder must provide written evidence that they are registered/notified with HEA/Tusla \*
- Students seeking childcare assistance for arrangements with non official childminders must apply to the general Student Assistance funding scheme instead.
- Completed forms with ALL supporting documentation must be posted to the FAA office\*

\*See Explanatory Notes

### **How to apply:**

Complete the attached form after a suitable crèche/childminding service has been selected. Please ensure that every section is completed and that **Section D** has been signed by the Crèche Manager or Childminder. \*

Applications will be accepted from September 25<sup>th</sup> to November 3<sup>rd</sup> subject to overall funding levels.\*\*

\*\* Should the allocated funding expire before this date, the scheme will close earlier, however this date will be extended if funding is still available after November 3<sup>rd</sup>. Please check [www.dit/studentfinancialsupport](http://www.dit/studentfinancialsupport) for updates

\*See Explanatory Notes for further details.

### **What Happens Next?**

- Successful applicants will be notified by e-mail and will receive a Contract of Agreement which should be signed by both the student and the Crèche/Childminder\*
- Completed Contracts of Agreement must be posted to the FAA Office\*
- Payment will be made directly to the official nursery/crèche/registered childcare provider upon receipt of the Contract of Agreement, usually within seven working days.
- Incomplete forms will be returned to the applicant \*
- Applications received without ALL necessary documentation will be returned to the applicant

### **Explanatory Notes**

Funding is calculated over a 36 week period. The maximum amount available to an applicant with one or more children is €2200. Where the weekly fee over a 36 week period does not exceed €2200, applicants will receive 100% of the fee.

#### **Example -**

- A student with one child paying €80 per week per child ( $80 \times 36 = 2880$ ) will receive €2200
  - A student with two children paying €80 per week per child ( $80 \times 36 \times 2 = 5780$ ) will receive €2200
  - A student with one child paying €100 per week for child ( $100 \times 36 = 3600$ ) will receive €2200
  - A student with two children paying €100 per week per child ( $100 \times 36 \times 2 = 7200$ ) will receive €2200
- ✓ Applications will be considered on individual merits taking into account documented income (One Parent Family Payment, Rent Allowance and/or any other benefits, allowances and other income) of the student and where relevant, his/her spouse or partner and the applicant's individual circumstances.
  - ✓ One advance payment will be made to the provider

**Proof of registration** with the HEA or Tusla must be provided by the crèche or childminder

Accepted forms of proof -

- ✓ HSE/Tusla Inspection Report
- ✓ Invoice of registration/notification fee to HSE/Tusla
- ✓ Copy of application/renewal form sent to HSE/Tusla for registration/notification

**Section D** must be completed and signed by the Crèche manager or Childminder. They must state the net(actual) fee paid by the applicant less any CCS or other subvention.

#### **Compulsory Supporting Documentation**

- ✓ Birth Certificate for each child (photocopies are acceptable)
- ✓ Official proof that the crèche or childminder is registered/notified with HSE/Tusla (See explanatory note above)
- ✓ All income documentation including One Parent Family, Child Benefit payments, where applicable proof of other household income
- ✓ At least three most recent receipts for childcare costs to date

All application records, including supporting documentation will be kept for a 10 year period.

Following this period all records will be confidentially destroyed.

Any unnecessary documentation submitted with the application will be immediately securely returned to the applicant.

**Incomplete forms** and forms submitted without ALL required supporting documentation will not be considered and will be returned to the applicant by post. Your form will only be processed and issued with a list number when the complete correct form has been returned to the FAA Office.

**A Contract of Agreement** is in two sections one of which should be completed by the applicant and one which should be completed by the crèche. The contract is to ensure that a crèche or childminder will refund any money paid to them in advance on the students behalf should the student remove the child from the provider's care before the 36 week period. Please check your DIT e-mail regularly for this contract.

Completed Contracts of Agreement must be posted to the FAA Office

#### **Child Care Assistance is not available to:**

- Students who have not partly paid or fully paid registration fees by respective due dates – excluding students who have applied for a grant
- Apprentice and Part-Time Students
- Incoming students on Socrates/Erasmus Programmes or equivalent
- Postgraduate (paid) Research Students
- Students attending Foundation and Access courses
- Springboard Students

The Child Care Support Fund 2017/2018 is financed by the Irish Government and part-financed by the European Union under the National Development Plan. The funding is limited and applications can only be considered when funding is available during the current academic year.

*Applicants will be disqualified from the scheme if found to have given false information or failure to advise of a change of circumstances which would effect the amount of assistance issued.*

**Post your completed application form marked 'Private & Confidential' along with your supporting documentation to Financial Aid & Accommodation Office at 143-149 Rathmines Road Lower, Rathmines, Dublin 6.**



*The Student Assistance Fund is funded by the Irish Government and part funded by the European Social Fund.*

DIT is committed to protecting the rights and privacy of individuals in accordance with the Data Protection Acts and outline to the principles for the classification, handling and administration of the data of DIT in that regard.

<http://www.dit.ie/media/instituteofsecretary/Data%20Protection%20Policy.pdf>

|                         |  |
|-------------------------|--|
| <b>Office Use Only:</b> |  |
| COA Sent                |  |
| COA Rec'd               |  |
| Reference #             |  |

**CHILD CARE SUPPORT FUND 2017/2018 - APPLICATION FORM  
(HEA/EU FUNDED)**

**SECTION A - Applicant's details**

|                                |  |                                      |           |                |
|--------------------------------|--|--------------------------------------|-----------|----------------|
| 1. Name                        | 2. Age   | 3. Date of Birth                     | 4. Gender | 5. Student No. |
| 6. Home Address                |  | 7. Accommodation Address             |           |                |
| 8. DIT Student e-mail address: |  | 9. Mobile Contact No:                |           |                |
| 10. DIT College                | 11. Year of course 1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup> | 12. Is this your final year – Yes/No |           |                |

**SECTION B – Grant Details for 2017/18**

|  |                          |                      |
|--|--------------------------|----------------------|
| 13. Have you applied for a SUSI grant          | <b>Yes/No:</b>           |                      |
| 14. If Yes, enter your SUSI application number | <b>Number:</b>           |                      |
| 15. If awarded, indicate which rate and type   | <b>Non-adjacent rate</b> | <b>Adjacent rate</b> |
| Type: Special rate                             | (€5,915)                 | (€2,375)             |
| Full Maintenance                               | (€3,025)                 | (€1,215)             |
| Part maintenance (75%)                         | (€2,270)                 | (€910)               |
| Part maintenance (50%)                         | (€1,515)                 | (€605)               |
| Part maintenance (25%)                         | (€755)                   | (€305)               |
| Student Contribution only                      | <b>Yes/No:</b>           |                      |

**SECTION C – Application Details 2017/18**

16. If you have previously received assistance from this Fund or any other Student Assistance Fund please indicate year/s and amount awarded:

| Year | Fund | Amount Awarded | Office Use Only |
|------|------|----------------|-----------------|
|      |      |                |                 |
|      |      |                |                 |

17. Have you applied for any other Student Assistance Scheme this year? Yes \_\_\_\_\_ No \_\_\_\_\_  
If YES, please indicate which scheme/s \_\_\_\_\_;  
\_\_\_\_\_;

18. With who in DIT have you discussed this application? \_\_\_\_\_

**SECTION D – Details of Childminder/Crèche and Child(ren)**

|  |                |
|--|----------------|
| Name of Child  | Date of Birth* |
| 1  |                |
| 2  |                |
| 3  |                |
| *Please submit birth certificates for each child   |                |
| <b>Crèche Contact Details</b>  |                |
| <b>Name</b>  |                |
| <b>Address</b>   |                |
| <b>Telephone</b>   |                |
| <b>E mail</b>  |                |
| <b>€</b>   |                |
| Weekly Fee for Crèche or Childminder   |                |
| Weekly Community childcare subvention  |                |
| Weekly Fee less CCS  |                |
| NET charges per week per child less all other subvention provided to crèche and/or student   |                |
| <b>To be completed by crèche manager or childminder</b>  |                |
| I certify that the net cost paid by the DIT student per week per child is €  |                |
| <b>Signed</b>  |                |
| <b>Date</b>  |                |
| Please submit written evidence on headed paper from your crèche or childminder stating the net weekly fee charged to you per week per child. The provider must also indicate whether or not your child receives CCS. |                |

**SECTION E – Income Details 2017/2018**

| <i>Household Income – Please complete every section and enter 0 if not applicable to you</i> |                      |            |                        |
|--|----------------------|------------|------------------------|
|  | <i>Weekly Amount</i> | <i>N/A</i> | <i>Office Use Only</i> |
| <i>Income from part-time work</i>  |                      |            |                        |
| <i>Partner's Income</i>  |                      |            |                        |
| <i>BTEA/HEA Maintenance Grant</i>  |                      |            |                        |
| <i>Child Benefit</i>   |                      |            |                        |
| <i>One parent Family Income</i>  |                      |            |                        |
| <i>Other Social Welfare payments</i>   |                      |            |                        |

## **Section F: Weekly Budget**

The budget must be an accurate reflection of your weekly income and expenditure.

Supporting documentation must accompany this application – see section outlining documentation to be submitted with your application.

This budget must be fully completed. Enter 0 in sections which are not applicable to you except the Higher Education Maintenance Grant details if you are still awaiting grant approval

This weekly budget must be fully completed. Enter '0' in sections which are not applicable to you except the Higher Education Maintenance Grant details if you are still awaiting grant approval

| <b>Income</b>  | <b>Weekly Amount</b> | <b>Expenditure</b>  | <b>Weekly Amount</b> |
|--|----------------------|---|----------------------|
| Higher Education Maintenance Grant – Annual amount divided by 36.      |                      | Rent / Mortgage / Contribution to home                    |                      |
| Scholarship/Bursary etc - annual amount divided by 36                  |                      | Food  |                      |
| Student BTEA/Social Welfare/One parent family income                   |                      | Utility Costs   |                      |
| Other government allowances or donations from charitable organisations |                      | Public transport/ petrol                                  |                      |
| Rent Allowance from Dept of Social Protection                          |                      | Mobile phone expenses                                     |                      |
| Child Benefit  |                      | Class material costs                                      |                      |
| Part-time work   |                      | Childcare crèche  |                      |
| Other  |                      | Other significant cost (provide supporting documentation) |                      |
| <b>Total weekly income</b>   |                      | <b>Total weekly expenditure</b>                           |                      |
|  |                      | Weekly Shortfall  |                      |

| <b>Other Financial Details</b>                   |  |   |  |
|--|--|---|--|
| Other exceptional income (per month or per year) |  | Cost of Class Materials per year                              |  |
| Savings or Money on Deposit                      |  | Other significant cost (provide supporting documentation)     |  |
| Bank/ Building Society /Credit Union Loans       |  | Loan Repayments – weekly or monthly to Financial Institutions |  |

**Please ensure Section F has also been completed**

*I certify that I have read the general terms and conditions and that the information provided on this form is true, complete and accurate in every particular and that assistance from other sources has not been received for the stated purpose/service, which is the subject of the application. I hereby apply for an allocation from the Student Assistance Fund 2017/2018 and agree to the general terms and conditions.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Section G**

**DIT Child Care Fund Bank Mandate Form**

Please ensure that bank details are correct – DIT cannot accept responsibility for incorrect bank details submitted by an applicant.

Please ask your crèche to complete this Bank Mandate Form to facilitate electronic payment should your application be successful.

Return this form with your application form to **DIT Financial Aid & Accommodation Dept.**  
41-45 Mountjoy Square  
Dublin 1

NAME OF CRÈCHE \_\_\_\_\_

Crèche Phone Number \_\_\_\_\_ Crèche E-mail \_\_\_\_\_

Student Contact Phone Number \_\_\_\_\_

DIT student email address (this is used for all correspondence) \_\_\_\_\_

CRÈCHE BANK ACCOUNT DETAILS

BANK NAME \_\_\_\_\_

BANK ADDRESS \_\_\_\_\_

NAME OF ACCOUNT HOLDER \_\_\_\_\_

BANK ACCOUNT NUMBER (8 DIGITS)

BRANCH SORT CODE (6 DIGITS)

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

INTERNATIONAL BANK ACCOUNT NUMBER (IBAN)\*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

BANK IDENTIFIER CODE (BIC/SWIFT CODE)\*

|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|

\* Your BIC and IBAN are located on your bank statement

Signature OF Account Holder \_\_\_\_\_ Date \_\_\_\_\_

**Bank Stamp & Date (To confirm A/C details correct)**  
**NB Form Cannot Be Accepted Without Official Bank Stamp**

|  |
|--|
|  |
|--|

Total Approved: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Payment issued by: \_\_\_\_\_ Value \_\_\_\_\_ Voucher No. \_\_\_\_\_ Date \_\_\_\_\_

**Section H - Check List**

**COMPLETE THIS CHECK LIST TO ENSURE YOU HAVE COMPLETED YOUR APPLICATION FORM CORRECTLY AND SUBMITTED THE REQUIRED DOCUMENTATION**

**Please tick**

1. I have fully completed my Childcare application form:
- 1(A) The Crèche/Childminder has completed bank mandate form with **their** bank details stamped by the bank
- 1(B) I have included two most recent receipts for Crèche payments
- 1(C) I have included my child(ren's) birth certificate(s)
- 1(D) I have included Crèche/Childminder's proof of Registration/Notification with Tusla or HSE
- 1(E) I have included a letter on headed paper stating net crèche/childminder fee & CCS applicable to me
- 1(F) I have included all necessary applicable income details – BTEA, One parent family etc.
- 1(G) I have included income details for child benefit.
2. A Section D on Application Form is completed and signed by childminder/crèche manager

**Signature of Application Form - Please ensure Section A, B,C,D,E, F&G overleaf have been completed**

*I certify that I have read the general terms and conditions and that the information provided on this form is true, complete and accurate in every particular and that I have not received assistance from other sources for Childcare. I hereby apply for an allocation from the Student Assistance Childcare Fund 2017/2018 and agree to the general terms and conditions.*

Signature of Applicant: \_\_\_\_\_

Date \_\_\_\_\_